



PEACEHAVEN TOWN COUNCIL

TONY ALLEN
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Townclerk@peacehaventowncouncil.gov.uk

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

CONFIDENTIAL Minutes of the meeting of the Personnel Committee held in Community House on Tuesday 6th June 2023 at 7.30pm

Present: Cllr D Seabrook, (Chair of Council), Cllr I Sharkey (Vice-Chair of Council), Cllr C Gallagher (Chairman of Committee), Cllr M Campbell, Cllr D Donovan, Cllr P Davies, Cllr C Cheta, Cllr I Alexander, Cllr S Griffiths, Cllr N Fabry, Cllr W Veck.

Officers: Town Clerk, Tony Allen.

E337 CHAIRMAN'S ANNOUNCEMENTS.

The Chairman welcomed everyone to the meeting.

E338 TO CONSIDER APOLOGIES FOR ABSENCE.

All Members were present.

E339 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS.

Cllr Veck, having a direct involvement relating to the S Brigden report.

E340 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE.

It was resolved that Cllr Donovan should be the Vice-Chairman of the Committee.

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the discussion of the following items.

E341 TO ADOPT THE CONFIDENTIAL MINUTES OF 2nd MAY & 30th MAY 2023 MEETINGS.

It was resolved to adopt both sets of minutes as a true record.

E342 TO REVIEW THE COMMITTEE'S ACTION PLAN.

Training Plans - It was resolved to set up a TFG to cover the following:-

- Revision of current training plans.
- Training needs assessment.
- Budgetary considerations.
- Use of in-house skills.
- Undertake a Skills Audit with staff and Councillors.
- Members of the Task and Finish Group should talk directly with Staff and Councillors.

TFG to comprise of Cllr Gallagher, Cllr Donovan, Cllr Davies & Cllr Fabry.

The Clerk noted that staff training records are currently being updated.

Employee Handbook - It was resolved to set up a TFG to conduct a review of the appraisal and sick absence sections of the Handbook and related reporting and forms used.

TFG to comprise of Cllr Gallagher, Cllr Donovan & Cllr Davies.

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Employers Duty of Care – Town Clerk to provide check list.

Steve Brigden Report – Remaining actions to be incorporated into the Committee's main Action Plan

E343 TO REVIEW COMMITTEE'S BUDGETARY POSITION.

It was noted that the salaries budget for the current financial year was already almost fully allocated, taking into account an increase of 5% for cost-of-living increases, and not including an allowance for the salary for the current staff vacancy.

It was agreed that a salaries budget breakdown/projection should be produced.

E344 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.

The Clerk's report was noted.

The Clerk reported that he had met with Mr James on the 1st June 2023, along with the Parks Officer and Sita Anand from Worknest HR, whose report is awaited (Town Clerk to circulate to Committee members).

It was noted that all concerned, including Mr James' medical consultant, were happy to allow Mr James to have a carefully managed return to work with the necessary adjustments and monitoring put in place. It was agreed that the Town Clerk and Parks Officer should proceed with this.

E345 TO RECEIVE AN UPDATED REPORT ON THE RECRUITMENT OF A MARKETING & COMMUNICATIONS OFFICER.

It was noted that Mr Jerome O'Meara had joined the Council on the 5th June 2023 and that his induction was underway.

E346 TO REVIEW PROGRESS ON AGREED ACTIONS FOR THE RECRUITMENT OF A NEW TOWN CLERK.

The Chairman related the background to this item and reported on the work and progress of the appointed TFG.

The Committees discussed the following matters:-

- Proposed salary and pay scale/range.
- Current recruitment and availability within the sector.
- Budgetary constraints.
- Additional advice and guidance required from ESALC/Trevor Leggo, including the role of the current Town Clerk in the recruitment process.
- Separation of the RFO function.
- Proposed amendments to the circulated recruitment documents.
- The need for locum cover and related costs.
- Application/recruitment process.

It was resolved that the advertised salary range should be £50K - £55K 'subject to qualifications and experience'.

It was resolved to redefine the TFG's remit to include:-

- Ascertain the costs for ESALC assistance in this matter.
- Consider any final comments from Committee members on the recruitment documents.
- Advertise the post.
- Produce the job application pack.



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- Receive applications. Best practice regarding the person who should receive applications to be discussed with Trevor Leggo, ESALC.
- Shortlisting of candidates with the assistance of Trevor Leggo, ESALC.
- Arrange interviews. It was resolved that the interview panel should comprise of Cllr Gallagher, Cllr Seabrook, Cllr Donovan and Trevor Leggo (or recommended senior Clerk).
- Produce interview questions, score sheet, etc.
- Make recommendation of appointee to Committee/Council.

It was agreed that the process for the Town Clerk's departure, including handover, would be managed by the Chairman of Council.

E347 TO DISCUSS & AGREE ACTIONS FOR THE FILLING OF REMAINING STAFF VACANCY.

It was agreed to defer this item to the next meeting of the Committee.

E348 TO NOTE THE RESULTS OF THE EXIT INTERVIEWS AND AGREE THE NEXT STEPS.

It was agreed to defer this item to the next meeting of the Committee, when a TFG will be set up to review the interview reports and create an action plan.

E349 TO DETERMINE THE TERMS-OF-REFERENCE FOR AN INDEPENDENT REVIEW OF PTC RECRUITMENT & RETENTION PRACTICES (FROM COUNCIL).

It was resolved to set up a TFG to draft the Terms of Reference and propose the methodology for conducting this independent review.

TFG to comprise of Cllr Griffiths, Cllr Davies, Cllr Fabry, consulting with the Town Clerk, ESALC/Trevor Leggo and Worknest HR as required.

The Clerk cautioned about the use of previous data/correspondence in relation to GDPR and legal agreement considerations.

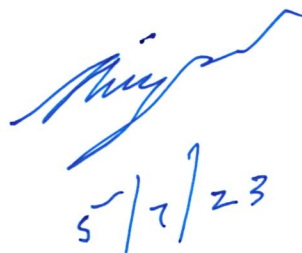
E350 TO REVIEW THE STATUS AND NEED FOR THE STAFFING & STRUCTURE REVIEW TASK & FINISH GROUP.

It was agreed that this TFG should be retained, with Cllr Gallagher and Cllr Donovan as members. TFG to become operational again at a later date, as instructed by the Committee.

E351 DATE OF THE NEXT MEETING – TO BE AGREED.

It was agreed that the Committee's next meetings will be held on Wednesday 5th July and Tuesday 8th August 2023, both starting at 7.30pm.

There being no further business, the meeting closed at 21:16.



Handwritten signature and date: 5/7/23

