



# PEACEHAVEN TOWN COUNCIL

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## **DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Wednesday 5<sup>th</sup> July 2023 at 7.30pm.**

**Present:** Cllr Cathy Gallagher (Chair of Committee), Cllr David Seabrook, (Chair of Council), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Mary Campbell, Cllr Debbie Donovan, Cllr Paul Davies, Cllr Ian Alexander, Cllr Sue Griffiths, Cllr Nikki Fabry, Cllr Wendy Veck.

**Officers:** None.

### **1. E352 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed everyone, and gave a brief reminder of the building fire procedures, and of the following upcoming events:

- Summer Fair is Saturday 8<sup>th</sup> July.
- Next Bingo and Cinema are both on 19<sup>th</sup> July.

### **2. E353 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Cheta.

Cllr Seabrook made the following statement: "The Clerk sends his apologies as he's not available for this meeting. He had arranged for a substitute locum, but the Chair of Committee decided it was not necessary and the meeting can be held without an Officer. The locum was informed that she's no longer required. It's not for me to speculate as to why the Clerk is unavailable."

### **3. E354 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

*The Chair of Committee stated that she proposed that instead of items from E355 being inside Confidential are treated as non-confidential except for items E356 and E358. The reason for this is that there is no Officer present to advise and take minutes, the meeting can be recorded and they are procedural issues. Only E356 and E358 are concerning employees.*

*Proposed by: Cllr Gallagher Seconded by: Cllr Alexander.*

*The Committee **resolved** to **agree** to this proposal by majority, with one abstention.*

### **4. E355 TO ADOPT THE TO ADOPT THE CONFIDENTIAL MINUTES OF 6th JUNE 2023 MEETING**

**Proposed By:** Cllr Gallagher                      **Seconded By:** Cllr Donovan  
The minutes were **agreed** and **adopted**.

## **5. E357 TO REVIEW COMMITTEE'S BUDGETARY POSITION.**

It was noted that the salaries budget is almost fully allocated for the year, and a breakdown of these costs was requested for the next meeting.

There was also a discussion on a breakdown of sickness absences, annual leave, TOIL, and overtime, and that these items could be a standing item on the Committee agendas.

The Chair of Committee highlighted that there is earmarked money in the training budget that needed to be clarified with the Finance Officer.

The Committee **noted** the budgetary update.

## **6. E359 TO RECEIVE A REPORT FROM THE TFG FOR THE RECRUITMENT OF A NEW TOWN CLERK**

Cllr Donovan gave a verbal update on the progress of the TFG. Cllr Seabrook thanked Cllr Donovan for her hard work as part of the TFG.

There was a discussion on what provision might be needed in the interim period of the current Town Clerk leaving and a new one starting in post.

The Chair announced that an Extraordinary Committee meeting may need to be called once interviews have taken place to allow the Committee to receive the recommendations of the interview panel.

## **7. E360 TO SET UP A TFG TO REVIEW THE RESULTS OF THE RECENT STAFF EXIT**

It was proposed that this item be deferred to the next Committee meeting.

**Proposed by:** Cllr Gallagher                      **Seconded by:** Cllr Donovan

The Committee **resolved** to **agree** to this proposal.

## **8. E361 TO RECEIVE A REPORT FROM THE TFG FOR SPECIFYING AN INDEPENDENT REVIEW OF PTC RECRUITMENT & RETENTION PRACTICES (FROM COUNCIL).**

2 different reports had been circulated to Committee members about this item, and there was a discussion surrounding the confusion that had led to this.

It was proposed that the Committee agree the Terms of Reference for a review of PTC Recruitment and Retention Practices with the following details:

1. Purpose – To review PTC Recruitment and Retention Practice.
2. Methodology – To use exit interviews and any other documents relating to recruitment and retention practice along with interviews with current PTC staff to identify any trends regarding staff leaving, why staff stay and what we can improve going forward.
3. To make recommendations to Council.
4. Time frame – June – September 2023

**Proposed by:** Cllr Griffiths                      **Seconded by:** Cllr Campbell

The Committee **resolved** to **agree** to this proposal.

Cllr Griffiths made a statement which is to be confidentially appended to these minutes.

Existing TFG members agreed to continue with the task.

Cllr Alexander raised a concern regarding an email that was circulated with regard to the reports from this TFG, which the Chair advised would be heard during a confidential section of the Committee meeting.

#### **9. E362 TO RECEIVE A REPORT FROM THE TRAINING REVIEW TFG**

The Chair gave an update on the progress of the training review TFG.

There was a discussion on the importance of accurate training records, up to date statutory compliance training, and that Civility and Respect training is high on the agenda.

#### **10. E363 TO RECEIVE A REPORT FROM THE EMPLOYEE HANDBOOK REVIEW TFG**

This item to be deferred to the next Committee meeting.

#### **11. E364 TO DEVELOP A WORK-RELATED STRESS RISK ASSESSMENT**

The Committee discussed including this in the employee handbook review TFG.

### **CONFIDENTIAL**

*In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-*

#### **12. E356 TO REVIEW THE COMMITTEE'S ACTION PLAN**

The Committee **noted** the action plan.

#### **13. E358 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE**

The Committee discussed the confidential report, in particular highlighted an inconsistency relating to a staff member's job title which requires clarification.

A new sickness certificate for another member of staff was also discussed and how the Council could best support the staff member.

It was proposed that the Chair of Committee, Chair of Council, and Town Clerk should meet to review a staff member's contract of employment in relation to their annual leave and sickness records.

**Proposed by:** Cllr Veck                      **Seconded by:** Cllr Donovan

The Committee **resolved** to **agree** to this proposal.

#### **14. E365 DATE OF NEXT MEETING**

The next Committee meeting was confirmed as 8<sup>th</sup> August 2023 at 7.30pm.

There will additionally be an Extraordinary Committee meeting on 18<sup>th</sup> July 2023 at 6pm.

*There being no further business the meeting ended at 21:30.*