



PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
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Members on this Committee

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

6th September 2023

Members of Peacehaven Town Council's Personnel Committee are summoned to a meeting to be held in Community House on Tuesday 12th September 2023 at 6.00 p.m.

George Dyson, Deputy Town Clerk

A G E N D A

E388 CHAIRMAN'S ANNOUNCEMENTS.

E389 TO CONSIDER APOLOGIES FOR ABSENCE.

E390 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS.

E391 TO ADOPT THE MINUTES OF 8TH AUGUST 2023 MEETING.

E392 TO REVIEW COMMITTEE'S BUDGETARY POSITION.

E393 DATE OF THE NEXT MEETING – 10TH OCTOBER 2023 at 6PM.

E394 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

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 are excluded from the discussion of the following items.

E395 TO REVIEW THE COMMITTEE'S ACTION PLAN.

E396 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.

E397 TO RECEIVE AN UPDATE ON THE OUTGOING TOWN CLERK AND AGREE ANY ACTIONS

E398 TO NOTE THE ENGAGEMENT OF A LOCUM CLERK & RESPONSIBLE FINANCIAL OFFICER.

E399 TO NOTE ARRANGEMENTS FOR RECRUITMENT AND AGREE THE JOB DESCRIPTION AND PERSON SPECIFICATION FOR:

- a. Town Clerk
- b. Responsible Financial Officer

E340 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

- a. Recruitment and Retention
- b. Skills and Training Audit (Verbal update)

E401 TO AGREE THE REMIT AND MEMBERSHIP OF THE FOLLOWING TFGs:

- a. Employee Handbook Review
- b. Disciplinary Procedure
- c. Grievance Procedure

E402 TO AGREE TRAINING TO COMMENCE FROM SEPTEMBER 2023

E403 TO DISCUSS CIVIC SUPPORT (Referred from CCE Committee item CCE324)

**E404 TO AGREE AN INCREMENT INCREASE FOR A STAFF MEMBER FOLLOWING
COMPLETION OF A SPECIFIED QUALIFICATION**

E405 TO AGREE ITEMS TO BE REFERRED TO FULL COUNCIL FROM THIS COMMITTEE