



# **PEACEHAVEN TOWN COUNCIL**

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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.

**6<sup>th</sup> September 2023**

**Members of Peacehaven Town Council's Personnel Committee are summoned to a meeting to be held in Community House on Tuesday 12<sup>th</sup> 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 8<sup>TH</sup> AUGUST 2023 MEETING.**

**E392 TO REVIEW COMMITTEE'S BUDGETARY POSITION.**

**E393 DATE OF THE NEXT MEETING – 10<sup>TH</sup> 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**



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## **DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 8<sup>th</sup> August 2023 at 7.30pm.**

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

**Officers:** George Dyson (Deputy Town Clerk)

### **1. E373 CHAIRMAN'S ANNOUNCEMENTS**

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

### **2. E374 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Veck, Cllr Seabrook, and Tony Allen (Town Clerk).

### **3. E375 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

### **4. E376 TO REVIEW COMMITTEE'S BUDGETARY POSITION.**

The Chair briefly ran through the key budget points.

The Deputy Clerk will clarify with the Finance Officer the amount of money in Earmarked Reserves for Training.

The Committee **noted** the budgetary update.

### **5. E377 TO DECIDE ON IMPLEMENTING THE HEALTH AND SAFETY EXECUTIVE STRESS MANAGEMENT STANDARDS.**

The Deputy Clerk briefly introduced the report.

It was proposed that the Committee agree to the recommendation to form a TFG to look at the implementation of the Stress Management Standards.

**Proposed by:** Cllr Sharkey                      **Seconded by:** Cllr Alexander  
The Committee **resolved** to **agree** to this proposal.

The TFG will consist of Cllr Sharkey, Cllr Alexander, Cllr Griffiths, and 3 members of staff to be represented from different teams – Officers, Grounds Team, and Caretakers.

**6. E378 DATE OF THE NEXT MEETING – 12TH SEPTEMBER 2023 at 6PM.**

The next meeting was confirmed for 12<sup>th</sup> September at 6pm.

**7. E379 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

**Proposed by:** Cllr Davies

**Seconded by:** Cllr Fabry

The Committee **resolved** to **agree** to exclude the press and public.

**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:-*

**8. E380 TO ADOPT THE MINUTES OF 5th & 18th JULY 2023 MEETINGS.**

It was proposed to adopt the minutes of the 5<sup>th</sup> July 2023.

**Proposed by:** Cllr Griffiths

**Seconded by:** Cllr Sharkey

The minutes of 5<sup>th</sup> July were **agreed** and **adopted**.

It was proposed to adopt the minutes of the 18<sup>th</sup> July 2023.

**Proposed by:** Cllr Griffiths

**Seconded by:** Cllr Donovan

The minutes of 18<sup>th</sup> July were **agreed** and **adopted**.

**9. E381 TO REVIEW THE COMMITTEE'S ACTION PLAN.**

The Chair introduced this item.

It was discussed that several of the items could be combined to fall under the Employee Handbook Review item.

Cllr Donovan highlighted that the skills and training audit needs to be added to the Action Plan.

**10. E382 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.**

A staff members sickness absence was discussed, in particular how contact with the member of staff would be managed during the period of sickness absence.

It was proposed that the contact with the staff member on sick leave be handled by the Deputy Town Clerk.

**Proposed by:** Cllr Gallagher

**Seconded by:** Cllr Donovan

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

The Committee then discussed the report regarding the ongoing return to work of another member of staff.

**11. E383 TO RECEIVE A VERBAL REPORT FROM THE CHAIR ON MATTERS RELATING TO:**

**i. The leaving arrangements for a member of staff and procedures to be followed.**

The Chair gave a verbal update on the situation with a member of staff leaving.

Cllr Fabry gave thanks to all staff for their hard work during a challenging period, all Councillors agreed with this.

The Deputy Clerk gave an update to the Committee on the advice received from the Council's HR consultants.

The Committee **noted** the verbal report.

**ii. The staffing arrangements for the transition period.**

The Chair gave an update on the transition period, and how this has been impacted by a staff members sickness.

The Chair also reported that a Locum has been found, who can offer 15 hours per week to support the Council, at a cost of £1,800 for 4 weeks from 1<sup>st</sup> September.

The Committee discussed the process to move from the transition period to a permanent solution.

The Committee **noted** the verbal report.

**iii. The engagement of a Locum.**

The Chair informed the Committee that she will be in contact with the Locum to confirm a start in September, and once this is done, will pass details to the Deputy Clerk to also make contact.

*The Chair called a recess at this point (20:41) The meeting reopened at 20:49.*

**12. E384 TO DISCUSS CURRENT STAFFING ARRANGEMENTS AND CONSIDER FUTURE REQUIREMENT**

The Chair informed the Committee that we remain a staff member down, and that once a new Town Clerk is appointed, work can begin on developing and recruiting for the vacant role, but whilst we are a staff member down there will need to be a scaling down of expectations and focus on priorities.

*The Chair moved item E385 to the end of the agenda to be discussed last.*

**13. E386 TO RECEIVE A VERBAL REPORT FROM THE SKILLS AND TRAINING AUDIT TFG**

Cllr Donovan introduced the item and gave the background to it, and the staff that she has spoken to so far.

Cllr Fabry and Cllr Davies commented that as members of the TFG they could start undertaking some of the Councillors audits.

The Chair informed the Committee of the staff she has spoken to so far and a brief summary of the meetings, but that there is more to be done.

The Committee **noted** the verbal report.

**14. E387 TO RATIFY THE DECISION OF POLICY AND FINANCE COMMITTEE TO INCREASE A STAFF MEMBER'S HOURS, AGREE AN INCREMENT FOR THEIR QUALIFICATION ACHIEVEMENT AND DISCUSS THE ROLE.**

There was a discussion surrounding the awarding of an increment for the qualification achievement.

It was proposed that the Committee approve the increment increase, subject to HR advice to ensure that this complies with our Employee Handbook, and that this increase be backdated to the date of the qualification.

**Proposed by:** Cllr Campbell      **Seconded by:** Cllr Sharkey

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

The increase of hours was then also discussed.

It was proposed that the Committee note the matter of the breach of Financial Regulation 7.3, but agree to ratify the outcome of the Policy and Finance Committee to agree the increase in hours.

**Proposed by:** Cllr Campbell      **Seconded by:** Cllr Davies

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

## 15. E385 TO RECEIVE A REPORT FROM THE DISCIPLINARY INVESTIGATION PANEL

Cllr Fabry summarised the process the panel went through, thanking all those who have taken the time to be interviewed, noted that the disciplinary procedure isn't fit for purpose, and went through the recommendations of the panel as laid out in the report.

The Committee discussed the report.

The Chair thanked Cllr Fabry and the other members of the panel for their patience and hard work on this matter.

It was proposed that a summary of the recommendations be referred to Full Council.

**Proposed by:** Cllr Fabry                      **Seconded by:** Cllr Sharkey

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

*There being no further business the meeting ended at 21:55.*