



# PEACEHAVEN TOWN COUNCIL

GEORGE DYSON  
DEPUTY TOWN CLERK  
TELEPHONE: (01273) 585493  
E-MAIL: [deputyclerk@peacehaventowncouncil.gov.uk](mailto:deputyclerk@peacehaventowncouncil.gov.uk)

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

## **DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 12<sup>th</sup> September 2023 at 6.00pm.**

**Present:** Cllr Cathy Gallagher (Chair of Committee), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Mary Campbell, Cllr Wendy Veck, Cllr Ian Alexander, Cllr Sue Griffiths, Cllr Nikki Fabry, Cllr Claude Cheta, Cllr Cathy Norcott-Jones.

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

### **1. E388 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 18:02, welcomed everyone, gave a brief reminder of the building fire procedures, and asked that everyone please be kind to each other during the meeting.

### **2. E389 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Donovan, Cllr Davies, and Cllr Seabrook.

Cllr Norcott-Jones is substituting for Cllr Donovan.

### **3. E390 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

### **4. E391 TO ADOPT THE MINUTES OF 8<sup>th</sup> AUGUST 2023 MEETING.**

It was proposed that the minutes of item E387 being amended to include the phrase 'and regret' after 'the Committee note'.

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

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

It was proposed that the minutes of item E385 be amended to expand on the discussion that the Committee had.

**Proposed by:** Cllr Fabry      **Seconded by:** Cllr Alexander

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

It was proposed, subject to these amendments, to adopt the minutes of 8<sup>th</sup> August 2023.

**Proposed by:** Cllr Sharkey      **Seconded by:** Cllr Cheta

Subject to amendments, the minutes of 8<sup>th</sup> August were **agreed** and **adopted**.

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

The Chair briefly ran through the key budget points.

There was a brief discussion on the pay award that is still to be agreed by the Unions and the impact this could have on the staffing budget.

The Committee **noted** the budgetary update.

**6. E393 DATE OF THE NEXT MEETING – 10<sup>TH</sup> OCTOBER 2023 at 6PM.**

The next meeting was confirmed for 10<sup>th</sup> October at 6pm.

**7. E394 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

**Proposed by:** Cllr Veck **Seconded by:** Cllr Cheta

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. E395 TO REVIEW THE COMMITTEE'S ACTION PLAN.**

The Deputy Clerk will add the Stress Management TFG to the Action Plan.

The Committee **noted** the action plan.

**9. E396 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.**

The Deputy Clerk summarised the report and gave an update on the return to work of a staff member.

The Chair asked whether all the documentation is in place to support the return to work, which the Deputy Town Clerk answered, confirming the paperwork that is in place.

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

The Deputy Clerk summarised the report, which the Committee **noted**.

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

The Chair introduced the item and explained that the Locum Clerk and RFO has now been here around a week and a half, working 15 hours per week. A copy of the letter of engagement is included in the confidential meeting papers, and in addition to this the Council will need to cover mileage expenses.

The Deputy Clerk explained that the arrangement has been working well with the Locum Clerk and RFO.

It was proposed that Committee extend the engagement of the Locum Clerk and RFO for the month of October.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Cheta

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

*The Chair moved item E399 to the end of the agenda.*

**12. E400 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):**

**a. Recruitment and retention**

Cllr Griffiths summarised the report and read out the summary of recommendations.

Cllr Alexander asked a question around the process for staff taking TOIL. The Deputy Clerk explained that there are different sources of reference for staff overtime/ TOIL and that this is something that the Employee handbook review would need to consider.

It was proposed that Committee accept the recommendations of the recruitment and retention TFG.

**Proposed by:** Cllr Campbell      **Seconded by:** Cllr Alexander

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

#### **b. Skills and Training Audit (Verbal update)**

The Chair summarised the progress that she and Cllr Donovan have made with this TFG.

Cllrs Fabry and Davies are keen to get started on the Councillors audit too and are looking at options for a tick box form.

Cllr Gallagher added that planning training will now be starting before Committee meetings. General training in Standing Orders/ Financial Regulations, and other information that is typically part of Councillor 'onboarding' will also be offered, to be delivered by relevant Officers.

The Committee **noted** the verbal report.

#### **13. E401 TO AGREE THE REMIT AND MEMBERSHIP OF THE FOLLOWING TFGs:**

##### **a. Employee Handbook Review**

Cllr Gallagher, Cllr Donovan, Cllr Davies, and Cllr Fabry.

##### **b. Disciplinary Procedure**

Cllr Veck, Cllr Fabry, and Cllr Davies.

##### **c. Grievance Procedure**

To be conducted alongside the disciplinary procedure by the same TFG members.

#### **14. E402 TO AGREE TRAINING TO COMMENCE FROM SEPTEMBER 2023**

This was partly discussed as part of item E400b.

Additional training required is still the Civility & Respect training, and Chairmanship training. Both of which will be discussed at the next Committee meeting.

#### **15. E403 TO DISCUSS CIVIC SUPPORT (Referred from CCE Committee)**

Cllr Veck introduced this item and explained the importance of having Civic support and gave some examples of where there have been gaps in this.

The Chair reiterated the importance of this support being in place and explained that this will be looked at in more detail once the recruitment of the Town Clerk and RFO is completed.

#### **16. E404 TO AGREE AND INCREMENT INCREASE FOR A STAFF MEMBER FOLLOWING COMPLETION OF A SPECIFIED QUALIFICATION**

**Proposed by:** Cllr Cheta      **Seconded by:** Cllr Sharkey

The Committee **resolved** to **agree** to award the increment increase recommended in the report.

Cllr Alexander also asked that the Committee add their congratulations to the staff member on the completion of the qualification.

*The Deputy Clerk left the meeting at this point (19:21).*

**17. E405 TO AGREE ITEMS TO BE REFERRED TO FULL COUNCIL FROM THIS COMMITTEE**

This item was deferred.

**18. E399 TO NOTE ARRANGEMENTS FOR RECRUITMENT AND AGREE JOB DESCRIPTION AND PERSONAL SPECIFICATION FOR:**

- a. Town Clerk**
- b. Responsible Financial Officer**

The Chair introduced the documents and highlighted the salaries and requirement for a presentation as specified. The timetable advert display from and emails to staff 13th September, applications by Monday 25th September, interviews 29<sup>th</sup> September. Job Offer starting 1st October and Extraordinary Council meeting 2nd October.

Interview Panel to consist of Victoria Rutt, Cllrs Cheta and Ashley-Parkin.

**Proposed by:** Cllr Cheta                      **Seconded by:** Cllr Norcott-Jones

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

*There being no further business the meeting ended at 19:30.*