



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 1st November 2023 at 6.00pm.

Present: Cllr Cathy Gallagher (Chair of Committee), Cllr Debbie Donovan (Vice-Chair of Committee), Cllr David Seabrook (Chair of Council), 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 Paul Davies.

Officers: George Dyson (Town Clerk)

1. E422 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 18:01, welcomed everyone and gave a brief reminder of the building fire procedures.

2. E423 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies.

3. E424 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

4. E425 TO ADOPT THE MINUTES OF 10TH OCTOBER 2023 MEETING.

Proposed by: Cllr Donovan **Seconded by:** Cllr Sharkey
The minutes of 10th October were **agreed** and **adopted**.

5. E426 TO REVIEW COMMITTEE'S BUDGETARY POSITION.

The Chair introduced the item, noting the positive new way of presenting the information provided by the RFO and the importance of regular budgetary updates.

The Committee **noted** the budgetary position.

6. E427 TO AGREE DATE OF THE NEXT MEETING

The next meeting was confirmed for 5th December 2023 at 6pm.

7. E428 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Griffiths **Seconded by:** Cllr Cheta
The Committee **resolved** to **agree** to exclude the press and public.

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. E429 TO REVIEW THE COMMITTEE'S ACTION PLAN.

The Chair introduced the action plan and noted that it all appears up to date.

Cllr Donovan asked about whether a date could be agreed to progress the Employee Handbook TFG, the Chair responded that this would be discussed later in the agenda.

The Chair also commented that it is good to see the Stress Management TFG starting to get moving.

The Committee **noted** the action plan.

9. E430 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.

The Clerk summarised the report.

The Committee **noted** the report on staff sickness absence.

10. E431 TO DISCUSS RECRUITMENT REQUIREMENTS AND AGREE JOB DESCRIPTIONS, PERSONAL SPECIFICATIONS, AND JOB ADVERTS FOR THE VACANT OFFICER POSITIONS.

The Chair introduced the item and explained that we are just looking to approve to start recruitment for one Officer position at this time.

The Clerk summarised the need for the role and outlined the key information in the job description.

Cllr Alexander highlighted that part of the Personal Specification relating to IT skills needed some expansion, the Clerk confirmed that this would be done before the documents were sent out.

It was proposed that the Committee agree to begin recruitment for a Meetings and Projects Officer at pay scale 22.

Proposed by: Cllr Donovan **Seconded by:** Cllr Davies

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

Cllr Donovan highlighted that there is still a vacant Officer position that will still be important to fill.

Cllr Seabrook commented that it is important to keep a flexible approach with the locum Officer until the recruitment is fully completed.

11. E432 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS

The Clerk gave a summary of training that has taken place or been booked since the last Committee meeting.

There was a discussion about Councillor training and how the skills and training audit TFG would pick up on some of this information.

The Clerk highlighted that a number of the training items are on the training plan due to previous Committee resolutions and due to outcomes of complaints procedures.

12. E433 TO NOTE OBJECTIVES SET FOR THE TOWN CLERK AND RFO

The Chair Introduced the item and gave some background information to the need to agree objectives as part of the recruitment and probation process and explained that she has been collating the information received from Committee members in response to her email.

Cllr Veck asked why there was no written report to accompany this item and several Councillors on the Committee expressed concern that they had not received and were not aware of the email that the Chair was referring to.

Some papers were circulated at the meeting with potential objectives.

A recess was called at this point (19:06)

The meeting reopened at this point (19:10)

The Chair referred back to the minutes of the previous meeting, item E413, which stated that she would be meeting with the Clerk, Locum Clerk, and Chair of Council on 11th October, and that objectives would be discussed further then.

The Clerk explained that as the RFO's line manager, their objectives would be agreed by him. The Chair of Council has also been in communication with the Clerk about objective setting.

Cllr Davies commented that he felt the decision needed to be deferred so that a repeat of what he has been through with the previous Clerk didn't repeat itself and objected to any secret meetings taking place outside of the Committee.

The Chair reinforced the importance of getting the objectives right.

Cllr Seabrook highlighted that deferring the item to the next Committee is not fair on the Clerk as the probationary period is limited to 3 months, and we will be 2 months into that by the time of the next meeting, and with Christmas to account for in the third month and that the Clerk must be allowed to do his job.

Cllr Fabry added that these objectives should have been set in advance of the Clerks appointment and not being discussed part way into the probationary period.

The Committee felt it was best to not note the objectives, but this item come back to the next Personnel Committee meeting to note, and that in the meantime the Clerk should meet with the Chair of Council and Chair of Personnel to set objectives.

13. E434 TO DISCUSS SAFEGUARDING TRAINING FOR MEMBERS ATTENDING EVENTS (REFERED FROM CCE COMMITTEE)

Cllr Veck introduced the item and gave some background information.

Cllr Davies summarised safeguarding processes and the importance of having a safeguarding lead to refer concerns to.

The Clerk summarised the key information in the report.

Cllr Alexander highlighted that good safeguarding procedures not only protect children and vulnerable adults, but the members, staff, and volunteers attending events too.

It was proposed that the Clerk looks into offering Safeguarding training to members.

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

14. E435 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Skills and Training Audit

Cllr Fabry introduced the form that will be going out to Councillors soon as part of the skills and training audit which should take around 7-8 minutes to complete.

b. Employee Handbook Review including Disciplinary and Grievance Procedures

The Chair commented that this TFG has not met yet, but that it should now be meeting soon.

There being no further business the meeting ended at 20:04.