



# PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
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EAST SUSSEX  
BN10 8BB

## 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.

25<sup>th</sup> October 2023

Members of Peacehaven Town Council's Personnel Committee are summoned to a meeting to be held in Community House on Wednesday 1<sup>st</sup> November 2023 at 6.00 p.m.

George Dyson, Town Clerk

## A G E N D A

**E422 CHAIRMAN'S ANNOUNCEMENTS.**

**E423 TO CONSIDER APOLOGIES FOR ABSENCE.**

**E424 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS.**

**E425 TO ADOPT THE MINUTES OF 12<sup>TH</sup> SEPTEMBER 2023 MEETING**

**E426 TO REVIEW COMMITTEE'S BUDGETARY POSITION.**

**E427 TO AGREE THE DATE OF THE NEXT MEETING**

**E428 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.***

**E429 TO REVIEW THE COMMITTEE'S ACTION PLAN.**

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

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

**E432 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS**

**E433 TO NOTE OBJECTIVES SET FOR THE TOWN CLERK AND RFO**

**E434 TO DISCUSS SAFEGUARDING TRAINING FOR MEMBERS ATTENDING EVENTS (REFERRED FROM CCE COMMITTEE)**

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

- a. Skills and Training Audit
- b. Employee Handbook Review, including disciplinary and grievance procedures.