

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Personnel Committee

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

29th November 2023

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 5th December 2023 at 6.00 p.m.**

A handwritten signature in black ink, appearing to be "G Dyson", written over a horizontal line.

George Dyson, Town Clerk.

AGENDA

1. **E436** CHAIR'S ANNOUNCEMENTS
2. **E437** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E438** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E439** TO ADOPT THE MINUTES OF 1ST NOVEMBER 2023 MEETING
5. **E440** TO REVIEW COMMITTEE'S BUDGETARY POSITION
6. **E441** TO REVIEW COMMITTEE BUDGETARY REQUIREMENTS FOR 2024/25
7. **E442** DATE OF NEXT MEETING – TUESDAY 23RD JANUARY 2024 AT 6PM.
8. **E443** 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.

9. **E444** TO REVIEW THE COMMITTEE ACTION PLAN
10. **E445** TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS
11. **E446** TO NOTE INTERVIEW ARRANGEMENTS AND AGREE AN INTERVIEW PANEL FOR THE MEETINGS AND PROJECTS OFFICER VACANCY
12. **E447** TO RECEIVE AN UPDATE ON THE ENGAGEMENT OF A LOCUM ADMINISTRATION OFFICER
13. **E448** TO RECEIVE REPORTS ON THE PROBATIONARY PERIODS OF:
 - a. Town Clerk
 - b. Responsible Financial Officer
 - c. Marketing and Communications Officer
14. **E449** TO AGREE COMMITTEE PRIORITIES RELATING TO THE COMMUNITY & BUSINESS PLAN
15. **E450** TO REVIEW AND DISCUSS DRAFT EMPLOYEE INDUCTION CHECKLIST
16. **E451** 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.
 - c. Stress Management Standards