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Town Clerk

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DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 23rd January 2024 at 6.00pm.

Present: Cllr Debbie Donovan (Vice-Chair of Committee), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Mary Campbell, Ian Alexander, Cllr Nikki Fabry, Cllr Paul Davies.

Officers: George Dyson (Town Clerk)

1. E452 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 18:01, welcomed everyone and informed the Committee that the next Peacehaven Cinema is tomorrow (24th January 2024), showing the Great Escaper.

The Chair also informed the Committee that Cllr Sue Griffiths has resigned as a member of this Committee.

2. E453 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Veck, Cllr Seabrook, and Cllr Gallagher.

Cllr Cheta was also absent.

Cllr Campbell was initially noted as absent, however, arrived at 18:14.

3. E454 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E455 TO ADOPT THE MINUTES OF 5TH DECEMBER 2023 MEETING

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

The minutes of 5th December were **agreed** and **adopted**.

5. E456 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The Committee **noted** the budgetary update.

6. E457 DATE OF NEXT MEETING – TUESDAY 26TH MARCH 2024 AT 7:30PM

The next meeting was confirmed as 26th March 2024 at 7:30pm.

7. E458 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Alexander **Seconded by:** Cllr Davies

The Committee **resolved** to exclude press and public from the remaining 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.

8. E459 TO REVIEW THE COMMITTEE ACTION PLAN

The Chair introduced the item and commented that all items on the Action Plan are progressing well.

The committee **noted** the action plan.

9. E460 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS

The Clerk briefly summarised both the staff and Councillor training plans, and informed the Committee that the outstanding Climate Change training is being organised at the moment. The Committee thanked the Clerk for the work that's gone into progressing the staff and Councillor training.

Cllr Alexander highlighted that he had recently attended the First Aid Course which had a mix of staff and Councillors attending and that it was a really good day.

The Committee **noted** the training plan.

10. E461 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE.

The Clerk introduced and summarised the report, which the Committee **noted**.

11. E462 TO DISCUSS AND AGREE ACTIONS FROM THE MARKETING AND COMMUNICATIONS OFFICER'S EXIT INTERVIEW

The Clerk introduced the report and gave some background, including a brief timeline of events.

Cllr Sharkey commented that we're already aware and looking at quite a lot of it.

Cllr Fabry asked about whether any thought has been put into recruiting a replacement, the Clerk advised that we would wait until the Meetings & Projects Officer has settled in before looking at this.

12. E463 TO NOTE THE END OF PROBATIONARY PERIODS FOR:

a. Town Clerk

The Committee **noted** the end of probationary period, and the Chair signed the letter confirming the Clerks end of probation.

b. Responsible Financial Officer

The Committee **noted** the end of probationary period, which the Clerk has already confirmed with the RFO.

Cllr Alexander highlighted that the budget had come right in the middle of the probationary periods and that the RFO and Clerk had dealt with it extremely well. The Committee thanked the Clerk and RFO for all their hard work so far.

13. E464 TO NOTE THE INDUCTION PROCESS FOR THE INCOMING MEETINGS AND PROJECTS OFFICER

The Chair briefly introduced the item, highlighting that the plan looks good. The Committee **noted** the induction process.

14. E465 TO REVIEW AND DISCUSS DRAFT EMPLOYEE INDUCTION CHECKLIST

The Town Clerk briefly introduced the report and invited the Committee members to email any comments to him.

The Committee **noted** the checklist.

15. E451 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Skills and Training Audit

The TFG reported that the surveys have now gone out to Councillors via Microsoft Forms, there was a brief discussion about who the raw data will be shared with – it was confirmed that the TFG will be given this.

Staff have all been spoken to, except the Grounds Team, so the TFG should be able to report back fully soon.

b. Recruitment and Retention

This TFG can now be closed.

c. Employee Handbook Review, including disciplinary and grievance procedures.

The Chair informed the Committee that this TFG needs to meet urgently to start the review of the disciplinary and grievance policies in particular – the handbook itself is less urgent due to the upcoming HR company change.

Cllr Alexander highlighted that ACAS have template grievance and disciplinary policies that we could use. Cllr Davies agreed that that the policy should be based around the ACAS guidance.

d. Stress Management Standards

Cllr Alexander reported that the TFG has now had their second meeting and that a suitable survey is being researched and refined for all Councillors and staff to complete.

The Clerk thanked the Councillors involved with the TFG for their work on this TFG and highlighted that the work of the TFG is being met with a positive response from staff.

There being no further business, the meeting closed at 18:46.