

George Dyson
Town Clerk

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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.

17th January 2024

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 23rd January 2024 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. **E452** CHAIR'S ANNOUNCEMENTS
2. **E453** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E454** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E455** TO ADOPT THE MINUTES OF 5TH DECEMBER 2023 MEETING
5. **E456** TO REVIEW COMMITTEE'S BUDGETARY POSITION
6. **E457** DATE OF NEXT MEETING – TUESDAY 26TH MARCH 2024 AT 7:30PM.
7. **E458** 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.

8. **E459** TO REVIEW THE COMMITTEE ACTION PLAN
9. **E460** TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS
10. **E461** TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE
11. **E462** TO DISCUSS AND AGREE ACTIONS FROM THE MARKETING AND COMMUNICATIONS OFFICER'S EXIT INTERVIEW
12. **E463** TO NOTE THE END OF PROBATIONARY PERIODS FOR:
 - a. Town Clerk
 - b. Responsible Financial Officer
13. **E464** TO NOTE THE INDUCTION PROCESS FOR THE INCOMING MEETINGS & PROJECTS OFFICER
14. **E465** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):
 - a. Skills and Training Audit
 - b. Recruitment and Retention
 - c. Employee Handbook Review, including disciplinary and grievance procedures.
 - d. Stress Management Standards

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DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 5th December 2023 at 6.00pm.

Present: Cllr Cathy Gallagher (Chair of Committee), Cllr Debbie Donovan (Vice-Chair of Committee), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Mary Campbell, Cllr Cathy Norcott-Jones, Cllr Ian Alexander, Cllr Kiera Gordon-Garrett, Cllr Nikki Fabry, Cllr Paul Davies.

Officers: George Dyson (Town Clerk)

1. E436 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 18:03, welcomed everyone and gave a brief reminder of the building fire procedures.

2. E437 TO CONSIDER APOLOGIES FOR ABSENCE

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

Cllr Norcott-Jones is substituting for Cllr Veck and Cllr Gordon-Garrett is substituting for Cllr Griffiths.

Cllr Cheta was also absent.

3. E438 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E439 TO ADOPT THE MINUTES OF 1ST NOVEMBER 2023 MEETING

Proposed by: Cllr Donovan **Seconded by:** Cllr Fabry

The minutes of 1st November were **agreed** and **adopted**.

5. E440 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The Chair introduced the item and there was a brief discussion about the impact of the recent local government services pay agreement.

It was also raised that there is an overspend on the overtime budget which the Clerk explained.

The Committee **noted** the budgetary update.

6. E441 TO REVIEW COMMITTEE BUDGETARY REQUIREMENTS FOR 2024/25

Cllr Campbell raised concerns about whether the increase to the staffing budget is sufficient.

The Chair explained that the budget will be going to Policy & Finance Committee & Full Council in December.

7. E442 DATE OF NEXT MEETING – TUESDAY 23RD JANUARY 2024 AT 6PM.

The next meeting was confirmed as 23rd January 2024 at 6pm.

8. E443 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell

Seconded by: Cllr Alexander

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.*

9. E444 TO REVIEW THE COMMITTEE ACTION PLAN

The Chair briefly ran through the action plan, and highlighted that many of the items are being discussed elsewhere on this agenda.

The committee **noted** the action plan.

10. E445 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS

The Clerk explained that the compliance training is in a much better position now and once the mandatory compliance training completed then focus can shift to more developmental training.

It was then discussed that there is a lot of outstanding training showing on the Councillor training plan, and how could Councillors evidence the training they've done – the Clerk explained that it would depend on the training, ideally a certificate or other proof of attending training would be provided, but that there is some flexibility where this is not possible.

The Committee then discussed the proposals for Civility & Respect Training.

It was proposed that the Clerk contact the preferred training provider to discuss how the training will be delivered, how provision can be made for anyone unable to attend on the day, and to book the training in.

Proposed by: Cllr Donovan

Seconded by: Cllr Sharkey

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

11. E446 TO NOTE INTERVIEW ARRANGEMENTS AND AGREE AN INTERVIEW PANEL FOR THE MEETINGS AND PROJECTS OFFICER VACANCY

The Clerk introduced the item and explained what has happened with the recruitment up to this point.

It was proposed that the Interview panel be formed of the Town Clerk, Cllr Donovan, and Cllr Sharkey.

Proposed by: Cllr Campbell

Seconded by: Cllr Gordon-Garrett

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

12. E447 TO RECEIVE AN UPDATE ON THE ENGAGEMENT OF A LOCUM ADMINISTRATION OFFICER

The Clerk gave a summary of the report which the Committee **noted**.

13. E448 TO RECEIVE REPORTS ON THE PROBATIONARY PERIODS OF:

a. Town Clerk

The Chair circulated a document to Committee members summarising a recent meeting to review the probation of the Town Clerk. The Committee **noted** the update.

b. Responsible Financial Officer

The Town Clerk gave a brief verbal report to the Committee about the RFO's probationary period which the Committee **noted**.

c. Marketing and Communications Officer

The Town Clerk explained that the Marketing and Communications Officer's 6-month review will be taking place soon. The Committee discussed the role and **noted** the verbal report.

14. E449 TO AGREE COMMITTEE PRIORITIES RELATING TO THE COMMUNITY & BUSINESS PLAN

The Town Clerk introduced the report.

Cllr Donovan suggested that achieving a full compliment of staff should be a priority.

The Chair added that priorities could include ensuring that skills, training, and appraisals are up to date, that we promote continuous learning, that we aim to see a reduction in complaints, that we aim to work towards good employer accreditation schemes, and that Committee manages within budgets including overtime.

15. E450 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.

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

a. Skills and Training Audit

The Chair informed the Committee that this TFG is still active and progressing.

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

The Chair informed the Committee that this TFG is still a priority and won't be left to wait until the start of the new HR contract in the new financial year.

c. Stress Management Standards

Cllr Sharkey gave Councillors an update on the work the TFG has undertaken, that Cllr Alexander is researching surveys to go out, and the TFG is next meeting on 19th December.

There being no further business, the meeting closed at 19:29.

16/01/2024

14:48

Month No: 10

Peacehaven Town Council

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Detailed Income & Expenditure by Budget Heading 16/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	310,636.00	422,906.00	112,270.00	112,270.00	73.5%	
4002 Employer N.I Contributions	29,121.00	45,198.00	16,077.00	16,077.00	64.4%	
4003 Employer Pension Contributions	61,714.00	82,000.00	20,286.00	20,286.00	75.3%	
4004 Overtime	2,165.00	1,000.00	(1,165)	(1,165)	216.5%	
4011 Training	4,004.00	2,000.00	(2,004)	(2,004)	200.2%	2,453.00
4310 Professional Fees - Consultanc	2,271.00	2,000.00	(271)	(271)	113.6%	
4311 Professional Fees - Legal	710.00	2,000.00	1,290.00	1,290.00	35.5%	750.00
4312 Professional Fees - Other	810.00	2,000.00	1,190.00	1,190.00	40.5%	
4333 Members Allowance	1,375.00	3,500.00	2,125.00	2,125.00	39.3%	
4334 Members Training	358.00	1,500.00	1,143.00	1,143.00	23.8%	