

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