

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 N Fabry.

20th March 2024

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 26th March 2024 at 7.30 p.m.**

A handwritten signature in black ink, appearing to be "G Dyson", written in a cursive style.

George Dyson, Town Clerk.

AGENDA

1. **E466** CHAIR'S ANNOUNCEMENTS
2. **E467** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E468** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E469** TO ADOPT THE MINUTES OF 23RD JANUARY 2024 MEETING
5. **E470** TO REVIEW COMMITTEE'S BUDGETARY POSITION
6. **E471** DATE OF NEXT MEETING – TUESDAY 28TH MAY 2024 AT 7:30PM.
7. **E472** 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. **E473** TO REVIEW THE COMMITTEE ACTION PLAN
9. **E474** TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS
10. **E475** TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING
11. **E476** TO AGREE BUSINESS PLAN PRIORITIES RELEVANT TO THE COMMITTEE
12. **E477** TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE
13. **E478** TO RECEIVE A REPORT ON THE PROGRESS OF THE MEETINGS & PROJECTS OFFICER
14. **E479** TO DISCUSS RECRUITMENT FOR THE CURRENT VACANCIES
15. **E480** TO RECEIVE A REPORT FROM THE STRESS MANAGEMENT STANDARDS TFG
16. **E481** TO AGREE TO RECOMMEND REVISED DISCIPLINARY AND GRIEVANCE POLICIES
17. **E482** TO RECEIVE A REPORT FROM THE SKILLS AND AUDIT TRAINING TFG
18. **E483** TO DISCUSS HR POLICY REVIEW FROM THE NEW HR PROVIDER
19. **E484** TO RECEIVE A REPORT ON 2024 EMPLOYEE APPRAISALS
20. **E485** 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