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**DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 26<sup>th</sup> March 2024 at 7.30pm.**

**Present:** Cllr Cathy Gallagher, 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, Cllr Claude Cheta.

**Officers:** George Dyson (Town Clerk), Zoe Polydorou (Meetings & Projects Officer).

**1. E466 CHAIR'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:33, welcomed everyone and gave a brief reminder of the building fire safety procedures.

**2. E467 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Veck.

**3. E468 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interest.

**4. E469 TO ADOPT THE MINUTES OF 23<sup>RD</sup> JANUARY 2024 MEETING**

**Proposed by:** Cllr Sharkey                      **Seconded by:** Cllr Davies

The minutes of 23<sup>rd</sup> January were **agreed** and **adopted**.

**5. E470 TO REVIEW COMMITTEE'S BUDGETARY POSITION**

The Town Clerk gave an update on the budgetary position since the papers were issued.

There was a brief discussion on the Overtime and Training budgets.

The Committee **noted** the budgetary update.

**6. E471 DATE OF NEXT MEETING – TUESDAY 28<sup>TH</sup> MAY 2024 AT 7:30PM**

The next meeting was confirmed as 28<sup>th</sup> May 2024 at 7:30pm.

**7. E472 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

**Proposed by:** Cllr Alexander                      **Seconded by:** Cllr Fabry

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.

*The Chair brought forward item E479 on the agenda*

#### **8. E479 TO DISCUSS RECRUITMENT FOR THE CURRENT VACANCIES**

The Meetings & Projects Officer introduced the proposed Public Relations Officer Role.

The Committee discussed the options around the role, including apprenticeships, job title, and salary.

It was proposed that the job be advertised as per the Job Description and Personal Specification in the papers, but at an SCP range 12 – 15.

**Proposed by:** Cllr Davies                      **Seconded by:** Cllr Donovan

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

The Meetings & Projects Officer then introduced the Civic & Events Officer role and the Committee discussed the budgetary implications and the need for the role.

It was proposed that the job be advertised as per the Job Description and Personal Specification in the papers, but at 12 hours per week.

**Proposed by:** Cllr Davies                      **Seconded by:** Cllr Fabry

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

*The Meetings & Projects Officer left at this point (20:35).*

#### **9. E473 TO REVIEW THE COMMITTEE ACTION PLAN**

The Town Clerk briefly summarised the Action Plan and progress being made.

The committee **noted** the action plan.

#### **10. E474 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS**

The Clerk introduced the training plans and informed the Committee that the Committees and Assistant Projects Officer has also now completed her ILCA qualification.

There was a discussion around the Councillors training plan needing updating – the Clerk asked for Councillors to please email with any training that they have completed that is not currently showing on the plan.

The Committee **noted** the training plan.

#### **11. E475 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING**

The Town Clerk introduced and ran through a summary of the document in the papers.

The Committee **noted** the feedback from recent training.

## **12. E476 TO AGREE BUSINESS PLAN PRIORITIES RELEVANT TO THE COMMITTEE**

The Chair introduced the report and the suggested items for the community and business plan, this focused on putting people first.

It was proposed that Committee agree to send the proposed priorities to the business plan TFG, subject to removing percentage targets.

**Proposed by:** Cllr Campbell                      **Seconded by:** Cllr Donovan  
The Committee **resolved** to **agree** to this proposal.

## **13. E477 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE.**

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

## **14. E478 TO RECEIVE A REPORT ON THE PROGRESS OF THE MEETINGS & PROJECTS OFFICER**

The Town Clerk introduced the item and summarised the report.

The Committee **noted** the report.

## **15. E480 TO RECEIVE A REPORT FROM THE STRESS MANAGEMENT STANDARDS TFG**

Cllr Alexander introduced the item and summarised the details in the report. It was suggested that a statement on bullying and harassment be sent out from the Town Clerk, that posters on dignity & respect be produced, other ways to progress from the data gathering phase to actions and fixes were discussed.

*Cllr Davies left at this point (20:28).*

## **16. E481 TO AGREE TO RECOMMEND REVISED DISCIPLINARY AND GRIEVANCE POLICIES**

The Town Clerk introduced the item and explained that this would likely be an interim measure whilst going through the changeover the Citrus HR policies.

It was proposed to recommend the NALC grievance and disciplinary policies.

**Proposed by:** Cllr Campbell                      **Seconded by:** Cllr Donovan  
The Committee **resolved** to **agree** to this proposal.

## **17. E482 TO RECEIVE A REPORT FROM THE SKILLS AND AUDIT TRAINING TFG**

Cllr Fabry summarised the recent work of the TFG, and suggested that the TFG had now met its task.

It was proposed that the TFG be closed.

**Proposed by:** Cllr Fabry                      **Seconded by:** Cllr Donovan  
The Committee **resolved** to **agree** to this proposal.

## **18. E483 TO DISCUSS HR POLICY REVIEW FROM THE NEW HR PROVIDER**

The Town Clerk briefly summarised the report and the recommendations.

It was proposed the policies from Citrus HR be recommended to the Policy & Finance Committee to be adopted.

**Proposed by:** Cllr Campbell                      **Seconded by:** Cllr Sharkey  
The Committee **resolved to agree** to this proposal.

#### **19. E484 TO RECEIVE A REPORT ON 2024 EMPLOYEE APPRAISALS**

The Town Clerk summarised the report and explained that we are around half way through staff appraisals.

The Committee Chair added that the Town Clerk's appraisal would be scheduled soon and invited Councillors to email comments to her in preparation for this.

The Town Clerk added that one of the Groundsmen is at the top of their salary band, but given recent qualifications they have achieved and how they had stepped up earlier this year, that the Clerk is recommending that the Committee agree to recommend to Full Council that they be awarded an increment and be pushed into the next salary band.

It was proposed that the Committee agree to recommend an increase to one of the Groundsmen salary bands.

**Proposed by:** Cllr Fabry                      **Seconded by:** Cllr Campbell  
The Committee **resolved to agree** to this proposal.

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

##### **a. Skills and Training Audit**

This TFG reported earlier in the meeting and is now closed.

##### **b. Recruitment and Retention**

This TFG can now be closed.

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

This TFG was also discussed earlier in the meeting, the TFG looking at the Employee Handbook Review will remain in place as the Clerk starts to review the Citrus HR policies.

##### **d. Stress Management Standards**

This TFG also reported earlier in the meeting and had no further updates.

*There being no further business, the meeting closed at 21:45..*