

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.

20<sup>th</sup> March 2024

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

A handwritten signature in black ink, appearing to read "G Dyson", with a long horizontal flourish extending to the right.

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 23<sup>RD</sup> JANUARY 2024 MEETING
5. **E470** TO REVIEW COMMITTEE'S BUDGETARY POSITION
6. **E471** DATE OF NEXT MEETING – TUESDAY 28<sup>TH</sup> 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

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**DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 23<sup>rd</sup> 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 (24<sup>th</sup> 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 5<sup>TH</sup> DECEMBER 2023 MEETING**

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

The minutes of 5<sup>th</sup> 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 26<sup>TH</sup> MARCH 2024 AT 7:30PM**

The next meeting was confirmed as 26<sup>th</sup> 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 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.*

19/03/2024  
11:07

Peacehaven Town Council

Month No: 12

Detailed Income & Expenditure by Budget Heading 19/03/2024  
Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	377853	422906	45053	45053	89.3%	
4002 Employer N.I Contributions	35456	45198	9742	9742	78.4%	
4003 Employer Pension Contributions	75207	82000	6793	6793	91.7%	
4004 Overtime	2063	1000	(1,063)	(1,063)	206.3%	
4011 Training	4379	2000	(2,379)	(2,379)	218.9%	2453
4310 Professional Fees - Consultancy	2271	2000	(271)	(271)	113.6%	
4311 Professional Fees - Legal	768	2000	1233	1233	38.4%	750
4312 Professional Fees - Other	1152	2000	848	848	57.6%	
4334 Members Training	664	1500	837	837	44.2%	