

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Personnel Committee

Members on this Committee: Cllr C Gallagher (Chair of Committee), Cllr D Donovan (Chair of Council), Cllr W Veck (Vice-Chair of Council), Cllr M Campbell, Cllr I Alexander, Cllr N Fabry, Cllr C Cheta.

10th July 2024

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 16th July 2024 at 7.30 p.m.**

A handwritten signature in black ink, appearing to read "G Dyson", is written over a horizontal line.

George Dyson, Town Clerk.

AGENDA

1. **E500** CHAIR'S ANNOUNCEMENTS
2. **E501** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E502** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E503** TO ADOPT THE MINUTES OF 28th MAY 2024 MEETING
5. **E504** TO REVIEW COMMITTEE'S BUDGETARY POSITION
6. **E505** DATE OF NEXT MEETING – TUESDAY 15TH OCTOBER 2024 AT 7:30PM.
7. **E506** 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. **E507** TO REVIEW THE COMMITTEE ACTION PLAN
9. **E508** TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS
10. **E509** TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING
11. **E510** TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE
12. **E511** TO AGREE PROPOSED STAFF SECONDMENTS
13. **E512** TO RECEIVE A REPORT ON RECOGNITION OF STAFF LENGTH OF SERVICE
14. **E513** TO AGREE CORPORATE EYECARE ARRANGEMENTS
15. **E514** TO RECEIVE AN UPDATE ON STAFF PROBATIONARY PERIODS
16. **E515** TO NOTE LEGAL UPDATE FROM HR PROVIDER
17. **E516** TO DISCUSS PROVISIONS FOR STAFF SICKNESS COVER
18. **E517** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):
 - a. Stress Management Standards
 - b. Training & Skills