

George Dyson
Town Clerk

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

Personnel Committee

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

2nd July 2025

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 8th July 2025 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. **E585** CHAIR'S ANNOUNCEMENTS
2. **E586** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E587** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E588** TO ELECT A VICE CHAIR OF COMMITTEE
5. **E589** TO ADOPT THE MINUTES OF 15TH APRIL 2025 MEETING
6. **E590** TO REVIEW COMMITTEE'S BUDGETARY POSITION
7. **E591** DATE OF NEXT MEETING – TUESDAY 30TH SEPTEMBER 2025 AT 7:30PM.
8. **E592** 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.

9. **E593** TO REVIEW THE COMMITTEE ACTION PLAN
10. **E594** TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS
11. **E595** TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS
12. **E596** TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING
13. **E597** TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE
14. **E598** TO AGREE TO START RECRUITMENT FOR A VACANT POSITION
15. **E599** TO DISCUSS GROUNDS TEAM CAPACITY
16. **E600** TO DISCUSS EMPLOYEE SCP BANDING
17. **E601** TO RECEIVE AN UPDATE ON THE CLERK'S APPRAISAL
18. **E602** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):
 - a. Wellbeing