

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

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Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 15th April 2025 at 7.30pm.

Present: Cllr C Gallagher, Cllr D Donovan, Cllr W Veck, Cllr M Campbell, Cllr I Alexander, Cllr N Fabry.

Officers: George Dyson (Town Clerk)

1. E567 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:32, read out a statement on Civility & Respect, briefly ran through the building fire procedures, asked that phones be put onto silent, and gave a brief reminder about the importance of confidentiality on this committee.

2. E568 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Veck. Cllr Cheta was absent.

3. E569 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E570 TO ADOPT THE MINUTES OF 18TH FEBRUARY 2025 MEETING

Proposed by: Cllr Fabry **Seconded by:** Cllr Donovan
The minutes of 18th February 2025 were **agreed** and **adopted**.

5. E571 TO REVIEW COMMITTEE'S BUDGETARY POSITION

There was a brief discussion about the professional fees expenditure and the budgeting for the members allowance.

Committee **noted** the budgetary report.

6. E572 DATE OF NEXT MEETING – TUESDAY 8TH JULY 2025 AT 7:30PM.

The next meeting was confirmed as 8th July 2025, it was also highlighted that if needed, an additional meeting could be called sooner.

7. E573 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 agenda 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. E574 TO REVIEW THE COMMITTEE ACTION PLAN

Cllr Alexander provided an update about the progress of the Wellbeing TFG and the training that has been completed as a result of it. Dan Tiller & Karen Bray will be taking the lead on this TFG moving forward, and Cllr Alexander is in the progress of arranging a meeting to hand over information to them.

Committee **noted** the action plan.

9. E575 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

The Clerk highlighted that there has been some more Cllr training completed since the report was run, with more Cllrs now being up to date on GDPR training.

It was discussed to create a master document with links to online training, which the Clerk will collate and circulate.

Committee **noted** the Councillor Training Plan.

10. E576 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

Committee **noted** the Staff Training Plan.

11. E577 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

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

12. E578 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised the report, which the Committee briefly discussed.

Committee **noted** the staff sickness absence report.

13. E579 TO RECEIVE A REPORT FROM THE CHAIR ON A CIVILITY & RESPECT MATTER

The Chair summarised the background to the Civility & Respect pledge and how the Council has implemented this, highlighting the importance of resilience and emotional intelligence as part of Civility & Respect and how some further training could benefit this.

The Chair informed Committee that a recent matter, that has now been resolved, was dealt with quickly by engaging the CEO of ESALC.

Cllr Campbell asked for some clarification on the recent matter and for confirmation that it has been resolved to the satisfaction of all those involved and also whether any costs had been incurred as a result. The Chair confirmed that the CEO of ESALC had given verbal confirmation that the matter is resolved and that no costs were incurred.

14. E580 TO NOTE RECENT ACHIEVEMENTS

Committee **noted** the report about recent achievements.

15. E581 TO DISCUSS STAFFING VACANCIES

The Town Clerk summarised the background to this item. Cllr Donovan expressed the importance of having a dedicated Civic Officer.

There was a discussion around the need to limit number of events to make the role manageable within the number of hours available.

It was proposed that the Committee request Officers work up a proposal for recruitment of a Civic & Events Officer at 15 hours per week (60 hours per month), including consideration around the amount of non-civic events per year, and provisions within the Mayor's Handbook.

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

16. E582 TO AGREE STAFF LENGTH OF SERVICE RECOGNITION

Cllr Donovan advised Committee that she and Cllr Gallagher have found a suitable item for recognition of staff length of service. Cllr Donovan will liaise with the Town Clerk to progress this.

17. E583 TO AGREE REVISED SPINAL COLUMN POINTS FOLLOWING APPRAISALS

There was a discussion around how the SCP and LC scales work and are applied, there was a discussion about a possible need for a future agenda item to review staff at the top of their bands.

It was proposed that the Committee agree to the revised salary table.

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

18. E584 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

An update from the wellbeing TFG had been provided during the Action Plan item.

There being no further business, the meeting was closed at 21.29.

01/07/2025

13:00

Page 1

Month No: 3

Detailed Income & Expenditure by Budget Heading 01/07/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	% Spent	Transfer to/from EMR
4001 Salaries	113,565.00	530,494.00	416,929.00	21.4%	
4002 Employer N.I Contributions	14,441.00	57,000.00	42,559.00	25.3%	
4003 Employer Pension Contributions	19,442.00	93,000.00	73,558.00	20.9%	
4004 Overtime	1,216.00	4,000.00	2,784.00	30.4%	
4011 Training	305.00	2,500.00	2,195.00	12.2%	
4014 Staff Costs	103.00	750.00	647.00	13.8%	
4212 Mileage Costs	14.00	500.00	486.00	2.9%	
4312 Professional Fees - Other	3,115.00	8,500.00	5,385.00	36.6%	2,310.00
4333 Members Allowance	0.00	8,500.00	8,500.00	0.0%	
4334 Members Training	11.00	1,500.00	1,489.00	0.7%	