

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 (Chair of Council), Cllr W Veck (Vice-Chair of Council), Cllr M Campbell, Cllr I Alexander, Cllr N Fabry, Cllr C Cheta.

12th February 2025

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 18TH February 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. **E552** CHAIR'S ANNOUNCEMENTS
2. **E553** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E554** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E555** TO ADOPT THE MINUTES OF 3RD DECEMBER 2024 MEETING
5. **E556** TO REVIEW COMMITTEE'S BUDGETARY POSITION
6. **E557** DATE OF NEXT MEETING – TUESDAY 15TH APRIL 2025 AT 7:30PM.
7. **E558** 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. **E559** TO REVIEW THE COMMITTEE ACTION PLAN
9. **E560** TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS
10. **E561** TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS
11. **E562** TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING
12. **E563** TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE
13. **E564** TO NOTE THE END OF STAFF SECONDMENTS AND DISCUSS NEXT STEPS
14. **E565** TO RECEIVE AN UPDATE ON JOB DESCRIPTION REVIEWS
15. **E566** 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 3rd December 2024 at 7.30pm.

Present: Cllr Cathy Gallagher (Chair of Committee), Cllr Debbie Donovan (Chair of Council), Cllr Mary Campbell, Cllr Nikki Fabry (Vice-Chair of Committee), Cllr Ian Alexander, Cllr Sue Griffiths.

Officers: George Dyson (Town Clerk).

1. E537 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30 and welcomed members.

2. E538 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Veck, with Cllr Griffiths substituting.

Cllr Cheta was also absent.

3. E539 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E540 TO ADOPT THE MINUTES OF 15TH OCTOBER 2024 MEETING

Proposed by: Cllr Donovan Seconded by: Cllr Fabry

The minutes of the 15th October 2024 were **agreed** and **adopted**.

5. E541 TO REVIEW COMMITTEE'S BUDGETARY POSITION

Cllr Gallagher updated Committee that the budget is where it should be for this time of year, the Clerk also updated the Committee with some updates to salary payments that had been processed since the papers had been issued.

There was a brief discussion on why the Overtime budget appears to have had very little spent from it, as well as the use of TOIL for staff.

6. E542 DATE OF NEXT MEETING – TUESDAY 18TH FEBRUARY 2025 AT 7:30PM.

The next meeting was confirmed as 18th February 2025.

7. E543 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Griffiths Seconded by: Cllr Campbell

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. E544 TO REVIEW THE COMMITTEE ACTION PLAN

The first action plan item requires a slight rewording to fully reflect the purpose of the Wellbeing TFG.

The third action plan item, about staff recognition, was briefly discussed, with a report needed to the next Committee meeting.

9. E545 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

The Town Clerk introduced the item, highlighting the importance of GDPR training for everyone.

There was a brief discussion on availability of climate change training and wellbeing training.

The Clerk reminded Committee members of some very worthwhile training available through the ACAS website.

The Committee **noted** the Councillor training plan.

10. E546 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

The Town Clerk updated the Committee with recent training and training that is booked in, the Committee **noted** the staff training plan.

11. E547 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

There was a discussion on the recent Councillor meeting and the feedback of frustrations and positive points from Councillors, which has identified some possible training needs.

12. E548 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

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

13. E549 TO DISCUSS CURRENT STAFF SECONDMENTS

The Chair introduced the item, and the Clerk summarised the information in the report.

There was a lengthy discussion on how the secondments have been going and the proposed job descriptions, which it was highlighted are a first draft and still in need of further refining.

It was proposed that the Committee agree to the outline of the proposed job descriptions, subject to further refining with the staff members involved, line manager, Chair of Committee and Chair of Council.

Proposed by: Cllr Donovan Seconded by: Cllr Fabry

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

It was proposed that the Committee recommend to Full Council that offers are made to make the seconded positions permanent.

Proposed by: Cllr Donovan Seconded by: Cllr Campbell

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

The Committee added their thanks to the seconded staff for their hard work during the seconded period.

14. E550 TO NOTE LEGAL UPDATES FROM OUR HR PROVIDER

The Committee **noted** the legal updates.

15. E551 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Stress Management Standards

Cllr Alexander updated the Committee with the progress that the Wellbeing TFG is making, the Town Clerk will write to all Councillors to see if any others would like to get involved with the work.

b. Training & Skills

It was proposed that the Training and Skills TFG be closed.

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan

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

There being no further business, the meeting was closed at 20:45.

Peacehaven Town Council

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	% Spent	Transfer to/from EMR
4001 Salaries	374,487	473,655	99,168	79.10%	
4002 Employer N.I Contributions	36,815	48,362	11,547	76.10%	
4003 Employer Pension Contributions	76,019	87,740	11,722	86.60%	
4004 Overtime	773	2,000	1,227	38.60%	
4011 Training	4,704	4,500	-204	104.50%	338
4310 Professional Fees - Consultanc	1,676	2,000	324	83.80%	
4311 Professional Fees - Legal	2,218	4,000	1,782	55.50%	618
4312 Professional Fees - Other	1,138	1,000	-138	113.80%	
4333 Members Allowance	1,354	3,500	2,146	38.70%	
4334 Members Training	821	1,500	679	54.70%	