

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 Fabry (Chair of Committee), Cllr Veck, Cllr Campbell, Cllr Alexander, Cllr Donovan, Cllr Rosser, Cllr Gallagher, Cllr Harman, Cllr Davies.

8th April 2026

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 14th April 2026 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. **E648** CHAIR'S ANNOUNCEMENTS
2. **E649** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E650** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E651** TO ADOPT THE MINUTES OF 20TH JANUARY 2026
5. **E652** TO REVIEW THE COMMITTEE BUDGETARY POSITION
6. **E653** DATE OF NEXT MEETING – TUESDAY 22ND SEPTEMBER 2026 AT 7:30PM.
7. **E654** 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. **E655** TO REVIEW THE COMMITTEE ACTION PLAN
9. **E656** TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS
10. **E657** TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS
11. **E658** TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING
12. **E659** TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE
13. **E660** TO NOTE COMPLETION OF THE TOWN CLERK'S APPRAISAL
14. **E661** TO NOTE COMPLETION OF EMPLOYEE APPRAISALS AND AGREE ANY SCP CHANGES
15. **E662** TO NOTE A REPORT ON AN EMPLOYEES ONGOING PROBATIONARY PERIOD
16. **E663** TO DISCUSS THE ONBOARDING PROCESS FOR NEWLY CO-OPTED COUNCILLORS
17. **E664** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):
 - a. **Wellbeing**
 - b. **Employee SCP banding**