

George Dyson
Town Clerk

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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**

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Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 20th January 2026 at 7.30pm.

Present: Cllr Veck, Cllr Harman, Cllr Rosser, Cllr Gallagher, Cllr Alexander, Cllr Campbell, Cllr Davies.

Officers: George Dyson (Town Clerk)

1. E630 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed members, reminded everyone of the building fire procedures, asked that phones be put onto silent, read out a statement on Civility & Respect, and reminded everyone of the importance of Confidentiality on this Committee.

The Committee then observed a minute for silent reflection with respect to a recent loss that the Chair of Committee has experienced.

2. E631 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Fabry and Cllr Donovan.

3. E632 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E633 TO ADOPT THE MINUTES OF 17TH DECEMBER 2025 EXTRAORDINARY MEETING

There was a brief discussion about the accuracy of the minutes.

It was proposed that the minutes be adopted as read.

Proposed by: Cllr Rosser **Seconded by:** Cllr Alexander

Committee **resolved** to **adopt** the minutes of 17th December 2025 by majority vote, with one abstention.

5. E634 TO REVIEW THE COMMITTEE BUDGETARY POSITION

The Committee commented that the budget is looking good, and about where it should be for this time of year.

The Committee **noted** the budgetary update.

6. E635 DATE OF NEXT MEETING – TUESDAY 14TH APRIL 2026 AT 7:00PM.

The next meeting was confirmed as 14th April 2026 at 7.00pm.

7. E636 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell **Seconded by:** Cllr Davies

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. E637 TO REVIEW THE COMMITTEE ACTION PLAN

The Clerk briefly summarised the Action Plan, and there was a discussion on the urgent need to progress the staff SCP banding review.

Committee **noted** the Action Plan.

9. E638 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

The Clerk summarised that the Training Plan is looking very healthy, and that training for Councillors in the progress of being organised include Chairing Meetings, Civility and Respect, Digital Safety, Outside Body Representation, and Report Writing.

Committee **noted** the Councillor Training Plan.

10. E639 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

Committee **noted** the Staff Training Plan.

11. E640 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

Feedback was circulated from recent training, which showed that recent courses had all been well received, and that the quality of training being provided has clearly improved greatly over the past couple of years.

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

12. E641 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

Committee commended the exceptionally low level of staff sickness and **noted** the report.

13. E642 TO NOTE RECENT ACHIEVEMENTS

The Clerk summarised the report, and there was a brief discussion on some of the key achievements highlighted.

Committee **noted** the report.

14. E643 TO RECEIVE A REPORT ON AN EMPLOYEE'S RETURN TO WORK

The Clerk summarised the report and updated Committee on how the return to work is continuing to progress. Committee also noted thanks to the grounds team member that had been seconded to a team leader position over the past few months.

Committee **noted** the report.

15. E644 TO NOTE COMPLETION OF THE TOWN CLERK'S APPRAISAL

The Chair updated Committee that the Town Clerk's appraisal is complete, and that the next full appraisal will take place in early March 2026, in advance of other employee appraisals.

The Chair also invited comments to be submitted from other Councillors in advance of this.

There was a brief discussion on the purpose and importance of appraisals.

16. E645 TO NOTE A REPORT ON AN EMPLOYEES ONGOING PROBATIONARY PERIOD

The Clerk summarised the report, and Committee had a lengthy discussion on the probationary period. The Clerk reinforced that the decision is a management led one, rather than being Committee led, but that discussion is important. Process and relevant legislation was discussed.

Committee **noted** the report.

Cllr Davies left at this point (20:44).

17. E646 TO DISCUSS THE CIVILITY AND RESPECT PLEDGE AT PEACEHAVEN TOWN COUNCIL

The Clerk introduced the item and the purpose of it being on the agenda. There was a discussion on the progress being made by NALC an on a national level.

18. E647 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

This group will be meeting soon.

b. Employee SCP banding

This was discussed earlier in the agenda, and will be providing a report to the next Committee meeting.

There being no further business, the meeting closed at 20:55.

Month No: 12

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	472,333.00	530,494.00	58,161.00	58,161.00	89.0%	
4002 Employer N.I Contributions	60,309.00	57,000.00	(3,309)	(3,309)	105.8%	
4003 Employer Pension Contributions	93,201.00	93,000.00	(201)	(201)	100.2%	
4004 Overtime	2,305.00	4,000.00	1,695.00	1,695.00	57.6%	
4011 Training	906.00	2,500.00	1,594.00	1,594.00	36.2%	
4014 Staff Costs	200.00	750.00	550.00	550.00	26.7%	
4212 Mileage Costs	219.00	500.00	281.00	281.00	43.8%	
4333 Members Allowance	4,500.00	8,500.00	4,000.00	4,000.00	52.9%	
4334 Members Training	227.00	1,500.00	1,273.00	1,273.00	15.1%	
4341 Grants	9,123.00	10,000.00	877.00	877.00	91.2%	