Members on this Committee:

Cllr. Isobel Sharkey (Chair of Council) Cllr. Gloria Hill (Deputy Chair)

Cllr. David Seabrook (Chair of Committee) Cllr. Chris Collier, Cllr. Wendy Veck, Cllr. Catherine Gallagher, Cllr. Job Harris, Cllr. Alan Milliner, Cllr Lucy Symonds, Cllr Katie Sanderson

**10th December 2021**

**Members of Peacehaven Town Council’s Personnel Committee are summoned to a meeting of the Committee to be held in Community House on THURSDAY 16th December 2021 at 7.30 p.m.**



**Tony Allen**

**Town Clerk**

**A G E N D A**

**E202 CHAIRMAN’S ANNOUNCEMENTS**

**E203 TO CONSIDER APOLOGIES FOR ABSENCE**

**E204 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

**E205 TO ADOPT THE PUBLIC MINUTES OF 4th November 2021 MEETING**

***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.***

**E206 TO ADOPT THE CONFIDENTIAL MINUTES OF 4th November 2021 MEETING**

**E207 TO REVIEW THE COMMITTEE’S ACTION PLAN**

**E208 TO REVIEW STAFFING MATTERS**

1. **Caretakers Recruitment report.**
2. **Communications & Marketing Officer recruitment update.**
3. **Senior Projects Officer recruitment update.**

**E209 TO REVIEW COMMITTEE’S BUDGETARY POSITION AND AGREE REQUIREMENTS FOR 2022/23**

**E210 TO REVIEW STAFF & COUNCILLORS TRAINING REQUIREMENTS**

**E211 TO ADOPT THE UPDATED VERSION OF THE EMPLOYEE HANDBOOK & HYBRID WORKING**

**POLICY**

**E212 TO ADOPT THE EQUALITY, DIVERSITY & INCLUSION POLICY**

**E213 DATE OF THE NEXT MEETING – TO BE AGREED**