

George Dyson  
Town Clerk

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Community House,  
Meridian Way,  
Peacehaven,  
East Sussex,  
BN10 8BB.

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## 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.

22<sup>nd</sup> May 2024

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 28<sup>th</sup> May 2024 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. **E486** CHAIR'S ANNOUNCEMENTS
2. **E487** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E488** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E489** TO ELECT A COMMITTEE VICE-CHAIR
5. **E490** TO ADOPT THE MINUTES OF 26<sup>TH</sup> MARCH 2024 MEETING
6. **E491** TO REVIEW COMMITTEE'S BUDGETARY POSITION
7. **E492** DATE OF NEXT MEETING – TUESDAY 16<sup>TH</sup> JULY 2024 AT 7:30PM.
8. **E493** 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. **E494** TO REVIEW THE COMMITTEE ACTION PLAN
10. **E495** TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS
11. **E496** TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING
12. **E497** TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE
13. **E498** TO RECEIVE AN UPDATE ON RECRUITMENT
14. **E499** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):
  - a. Employee Handbook Review
  - b. Stress Management Standards