

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 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.

9th October 2024

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 15th October 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. **E518** CHAIR'S ANNOUNCEMENTS
2. **E519** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E520** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E521** TO ADOPT THE MINUTES OF 16TH JULY 2024 MEETING
5. **E522** TO REVIEW COMMITTEE'S BUDGETARY POSITION
6. **E523** DATE OF NEXT MEETING – TUESDAY 3RD DECEMBER 2024 AT 7:30PM.
7. **E524** 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. **E525** TO REVIEW THE COMMITTEE ACTION PLAN
9. **E526** TO AGREE A REVISED COUNCILLOR TRAINING PLAN
10. **E527** TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS
11. **E528** TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING
12. **E529** TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE
13. **E530** TO AGREE A STATEMENT ON BULLYING AND HARRASSMENT
14. **E531** TO RECEIVE A REPORT ON RECOGNISING STAFF LENGTH OF SERVICE
15. **E532** TO NOTE RECENT ACHIEVEMENTS AND SUCCESSES AT PTC
16. **E533** TO RECEIVE A REPORT ON RECOGNISING ACHIEVEMENTS
17. **E534** TO AGREE PROGRESSING TO THE WELLBEING AT WORK SILVER AWARD
18. **E535** TO NOTE PROGRESS OF INTERIM STAFF APPRAISALS
19. **E536** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):
 - a. Stress Management Standards
 - b. Training & Skills

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DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 16th July 2024 at 7.30pm.

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

Officers: George Dyson (Town Clerk).

1. E500 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone and briefly discussed the current building works going on at Community House.

2. E501 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Cheta.

3. E502 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E503 TO ADOPT THE MINUTES OF 28TH MAY 2024 MEETING

Proposed by: Cllr Fabry **Seconded by:** Cllr Donovan

The minutes of 28th May were **agreed** and **adopted**.

5. E504 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The Chair briefly summarised the budgetary report, and there was a brief discussion surrounding the overtime budget.

The Committee **noted** the budgetary update.

6. E505 DATE OF NEXT MEETING – TUESDAY 15TH OCTOBER 2024 AT 7:30PM

The next meeting was confirmed as 15th October 2024 at 7:30pm.

7. E506 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Alexander

Seconded by: Cllr Veck

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. E507 TO REVIEW THE COMMITTEE ACTION PLAN

There was an update on the planned next steps with the stress management standards TFG, for which a meeting should be taking place soon.

The Committee **noted** the action plan.

9. E508 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS

The Town Clerk gave an update on the training plan, and the Committee briefly discussed the function of the Training & Skills audit TFG in reviewing the headings for the training plan.

The Committee **noted** the Training plan.

10. E509 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

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

11. E510 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE.

The Clerk introduced and summarised the report, which the Committee **noted**.

12. E511 TO AGREE PROPOSED STAFF SECONDMENTS

The Town Clerk introduced the proposals and ran through the report.

There was a discussion on training requirements for the roles and when this would be facilitated.

It was proposed that the Committee agree to the report recommendation to agree the staff secondments with the secondment agreements as read.

Proposed by: Cllr Donovan **Seconded by:** Cllr Fabry

The committee **resolved** to **agree** to the proposal.

13. E512 TO RECEIVE A REPORT ON RECOGNITION OF STAFF LENGTH OF SERVICE

The Town Clerk introduced the report and gave some background to it. Several suggestions came forward for possible recognition schemes.

The Chair and Vice-Chair of Committee will meet before the next meeting and report back with some suggestions on what the recognition scheme could be.

14. E513 TO AGREE CORPORATE EYECARE ARRANGEMENTS

The Town Clerk introduced the item, the Committee discussed the pros and cons of each option.

It was proposed that the Committee agree to sign up for the corporate scheme with Scrivens, and to fund glasses, where required, subject to a limit of £50.

Proposed by: Cllr Fabry **Seconded by:** Cllr Donovan

The committee **resolved** to **agree** to the proposal by majority vote, with 5 in favour, and 1 against.

15. E514 TO RECEIVE AN UPDATE ON STAFF PROBATIONARY PERIODS

The Committee **noted** the report.

16. E515 TO NOTE LEGAL UPDATE FROM HR PROVIDER

The Committee **noted** the update.

17. E516 TO DISCUSS PROVISIONS FOR STAFF SICKNESS COVER

The Committee discussed the report and felt that the item would need to be referred to other Committees/ Full Council with some more information.

It was suggested that as a starting point, some further analysis of bookings could take place to identify quieter evenings, with a further report to be produced for the relevant Committee.

18. E517 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Training and Skills

This had already been discussed earlier in the agenda.

b. Stress Management Standards

This had already been discussed as part of the Action Plan update.

There being no further business, the meeting closed at 20:49.

Detailed Income & Expenditure by Budget Heading 03/10/2024

Month No: 6

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	213,031	473,655	260,624	260,624	45.00%	
4002 Employer N.I Contributions	20,590	48,362	27,772	27,772	42.60%	
4003 Employer Pension Contributions	43,244	87,740	44,496	44,496	49.30%	
4004 Overtime	632	2,000	1,368	1,368	31.60%	
4011 Training	3,186	4,500	1,314	1,314	70.80%	
4310 Professional Fees - Consultanc	996	2,000	1,004	1,004	49.80%	
4311 Professional Fees - Legal	2,218	4,000	1,782	1,782	55.50%	618
4312 Professional Fees - Other	763	1,000	237	237	76.30%	
4334 Members Training	97	1,500	1,403	1,403	6.50%	