



George Dyson
Town Clerk

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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.

10th July 2024

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 16th July 2024 at 7.30 p.m.**

George Dyson, Town Clerk.

AGENDA

1. **E500** CHAIR'S ANNOUNCEMENTS
2. **E501** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E502** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E503** TO ADOPT THE MINUTES OF 28th MAY 2024 MEETING
5. **E504** TO REVIEW COMMITTEE'S BUDGETARY POSITION
6. **E505** DATE OF NEXT MEETING – TUESDAY 15TH OCTOBER 2024 AT 7:30PM.
7. **E506** 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. **E507** TO REVIEW THE COMMITTEE ACTION PLAN
9. **E508** TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS
10. **E509** TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING
11. **E510** TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE
12. **E511** TO AGREE PROPOSED STAFF SECONDMENTS
13. **E512** TO RECEIVE A REPORT ON RECOGNITION OF STAFF LENGTH OF SERVICE
14. **E513** TO AGREE CORPORATE EYECARE ARRANGEMENTS
15. **E514** TO RECEIVE AN UPDATE ON STAFF PROBATIONARY PERIODS
16. **E515** TO NOTE LEGAL UPDATE FROM HR PROVIDER
17. **E516** TO DISCUSS PROVISIONS FOR STAFF SICKNESS COVER
18. **E517** 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 28th May 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, Cllr Claude Cheta.

Officers: George Dyson (Town Clerk).

1. E486 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:36, welcomed everyone and informed the Committee that the next Bingo is next Wednesday (5th June), and that the Mayor's Charity for 2024/25 is the SCDA Community Supermarket.

2. E487 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Alexander.

3. E488 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E489 TO ELECT A COMMITTEE VICE-CHAIR

It was proposed that Cllr Fabry be Vice-Chair of the Personnel Committee.

Proposed by: Cllr Donovan **Seconded by:** Cllr Veck

The Committee **resolved** to **agree** to this proposal.

5. E490 TO ADOPT THE MINUTES OF 26TH MARCH 2024 MEETING

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

The minutes of 23rd January were **agreed** and **adopted**.

6. E491 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The Chair briefly summarised the budgetary report, and highlighted that it is around where we'd expect at this point.

The Committee **noted** the budgetary update.

7. E492 DATE OF NEXT MEETING – TUESDAY 16TH JULY 2024 AT 7:30PM

The next meeting was confirmed as 16th July 2024 at 7:30pm.

8. E493 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Veck **Seconded by:** Cllr Campbell
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.*

9. E494 TO REVIEW THE COMMITTEE ACTION PLAN

The Chair gave a brief overview of the Action Plan, the Committee discussed the Action Plan and put forward the following updates:

Update item 1 to reflect the decision surrounding updating policies in line with the new HR provider.
Town Clerk to send out a note regarding item 4, to reassure everyone that the TFG is still active.

It was proposed to remove item 3 from the Action Plan as now complete.

Proposed by: Cllr Veck **Seconded by:** Cllr Donovan
The Committee **resolved** to **agree** to this proposal.

The Committee **noted** the action plan.

10. E495 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS

The Town Clerk gave an update on the training plan, and advised the Committee that staff training is now 89.34% complete and in date.

Cllr Fabry commended the training that has been taking place recently. Cllr Cheta asked whether more ‘on demand’ online training could be made available to Cllrs who struggle to attend training at set times.

It was proposed to set up a training and skills TFG to review the training needs for staff and Cllrs.

Proposed by: Cllr Fabry **Seconded by:** Cllr Veck
The Committee **resolved** to **agree** to this proposal.

TFG to consist of Cllr Fabry and Cllr Gallagher.

11. E496 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

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

12. E497 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE.

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

This led to a discussion about the accrual of TOIL to cover staff sickness, which the Committee requested that the Town Clerk bring a report to the next meeting to discuss short and long term solutions.

13. E498 TO RECEIVE AN UPDATE ON RECRUITMENT

The Town Clerk gave a verbal update on the recruitment of a Public Relations Officer and a Civic & Events Officer.

The Committee felt that it was best to avoid using Contractors to fill these roles where possible, as the roles require close working with internal and external stakeholders, to which a permanent employee would be better suited. The Town Clerk will look at whether it is possible to utilise existing talent in the office to help provide cover for ongoing vacancies.

The Committee **noted** the report.

14. E499 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Employee Handbook Review

This had already been discussed earlier in the agenda.

b. Stress Management Standards

The Clerk shared a statement and poster which has been prepared to be shared on bullying and harassment through this TFG.

There being no further business, the meeting closed at 21:00.

09/07/2024

14:46

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Detailed Income & Expenditure by Budget Heading 01/07/2024
Cost Centre Report

	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	103,764.00	473,655.00	369,891.00	21.9%	
4002 Employer N.I Contributions	10,105.00	48,362.00	38,257.00	20.9%	
4003 Employer Pension Contributions	21,117.00	87,740.00	66,623.00	24.1%	
4004 Overtime	795.00	2,000.00	1,205.00	39.7%	
4011 Training	2,289.00	4,500.00	2,211.00	50.9%	
4310 Professional Fees - Consultanc	486.00	2,000.00	1,514.00	24.3%	
4311 Professional Fees - Legal	618.00	4,000.00	3,382.00	15.4%	618.00
4312 Professional Fees - Other	504.00	1,000.00	496.00	50.4%	
4334 Members Training	75.00	1,500.00	1,425.00	5.0%	