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Town Clerk

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Community House,
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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.