

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.

12th February 2025

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 18TH February 2025 at 7.30 p.m.**

A handwritten signature in black ink, appearing to be "G Dyson", written in a cursive style.

George Dyson, Town Clerk.

AGENDA

1. **E552** CHAIR'S ANNOUNCEMENTS
2. **E553** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E554** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E555** TO ADOPT THE MINUTES OF 3RD DECEMBER 2024 MEETING
5. **E556** TO REVIEW COMMITTEE'S BUDGETARY POSITION
6. **E557** DATE OF NEXT MEETING – TUESDAY 15TH APRIL 2025 AT 7:30PM.
7. **E558** 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. **E559** TO REVIEW THE COMMITTEE ACTION PLAN
9. **E560** TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS
10. **E561** TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS
11. **E562** TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING
12. **E563** TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE
13. **E564** TO NOTE THE END OF STAFF SECONDMENTS AND DISCUSS NEXT STEPS
14. **E565** TO RECEIVE AN UPDATE ON JOB DESCRIPTION REVIEWS
15. **E566** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):
 - a. Wellbeing