

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.

9th April 2025

Members of Peacehaven Town Council's **Personnel Committee** are summoned to a meeting to be held in Community House on **Tuesday 15th April 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. **E567** CHAIR'S ANNOUNCEMENTS
2. **E568** TO CONSIDER APOLOGIES FOR ABSENCE
3. **E569** TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
4. **E570** TO ADOPT THE MINUTES OF 18TH FEBRUARY 2025 MEETING
5. **E571** TO REVIEW COMMITTEE'S BUDGETARY POSITION
6. **E572** DATE OF NEXT MEETING – TUESDAY 8TH JULY 2025 AT 7:30PM.
7. **E573** 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. **E574** TO REVIEW THE COMMITTEE ACTION PLAN
9. **E575** TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS
10. **E576** TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS
11. **E577** TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING
12. **E578** TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE
13. **E579** TO RECEIVE A REPORT FROM THE CHAIR ON A CIVILITY & RESPECT MATTER
14. **E580** TO NOTE RECENT ACHIEVEMENTS
15. **E581** TO DISCUSS STAFFING VACANCIES
16. **E582** TO AGREE STAFF LENGTH OF SERVICE RECOGNITION
17. **E583** TO AGREE REVISED SPINAL COLUMN POINTS FOLLOWING APPRAISALS
18. **E584** TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):
 - a. Wellbeing

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Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 18th February 2025 at 7.30pm.

Present: Cllr C Gallagher, Cllr D Donovan, Cllr W Veck, Cllr M Campbell, Cllr I Alexander, Cllr N Fabry.

Officers: George Dyson (Town Clerk)

1. E552 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed members and reminded everyone about the importance of confidentiality on this Committee.

2. E553 TO CONSIDER APOLOGIES FOR ABSENCE

There were no apologies. Cllr Cheta was absent.

3. E554 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E555 TO ADOPT THE MINUTES OF 3RD DECEMBER 2024 MEETING

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

The minutes of 3rd December 2024 were **agreed** and **adopted**.

5. E556 TO REVIEW COMMITTEE'S BUDGETARY POSITION

Cllr Campbell queried possible under-budgeting for pension contributions and the potential budgetary implication of appraisal-based increment increases for employee salaries, the Clerk clarified these points.

Cllr Fabry asked about whether anything other than the allowance themselves come out of the Member Allowance budget, giving the example of the previously purchased tablet PCs. The Clerk advised that it is just the allowances themselves.

The Chair asked whether any of the unspent budget was going to be earmarked, the Clerk advised that earmarking of budgets had recently been approved at the Policy & Finance Committee but was unable to recall whether any specific areas relating to Personnel were planned to be earmarked.

Committee **noted** the budgetary update.

6. E557 DATE OF NEXT MEETING – TUESDAY 15TH APRIL 2025 AT 7:30PM.

The next meeting was confirmed at 15th April 2025.

7. E558 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell **Seconded by:** Cllr Fabry

Committee **resolved** to **exclude** press and public from the remaining agenda 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

The Chair queried why the training & skills TFG still on the action plan when the TFG has closed, the Town Clerk advised that it had been left on to allow for the ongoing monitoring of the implementation of the Councillor Training Plan.

There was a discussion around recognition of staff length of service, the Chair of Committee and Chair of Council will meet to discuss this further and report back to Committee.

9. E560 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

The Clerk highlighted again the importance of progressing GDPR training, and also reminded Committee members of the eLearning available through ACAS, particularly relating to working well with all and appraisals.

Cllr Donovan highlighted that the SCDA have some very good training upcoming.

It was suggested that Councillor training be a discussion point at the upcoming informal Councillor meeting.

Committee **noted** the Councillor training plan.

10. E561 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

It was highlighted that over 97% of mandatory staff training is now completed, and all outstanding training is booked in.

Cllr Alexander highlighted that members of the Wellbeing group will be undertaking some training relating to the work of the TFG.

Committee **noted** the staff training plan.

11. E562 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

The Clerk summarised the feedback and the Committee briefly discussed this.

Committee **noted** the report.

12. E563 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Town Clerk summarised the report, which the Committee **noted**.

13. E564 TO NOTE THE END OF STAFF SECONDMENTS AND DISCUSS NEXT STEPS

The Town Clerk introduced and summarised the report, also adding that an additional report will be going to Full Council next week to begin wider discussions around the long term plan for the outstanding roles.

The Committee discussed a number of factors, including the breakdown of hours, space available, what the roles involve, the events that have recently taken place, and how the roles fit together.

Committee thanked and gave their appreciation to the Committee & Assistant Projects Officer for her work during the secondment and the work that she usually does, particularly with projects and the planning committee.

Committee also expressed their appreciation for the Information and Community Facilities Officer for everything that she does and noted how she has been working flat out for the benefit of the residents.

14. E565 TO RECEIVE AN UPDATE ON JOB DESCRIPTION REVIEWS

The Town Clerk gave an overview of the report, and the Committee had a long discussion about the roles and how they have grown and developed.

Committee **noted** the report.

15. E566 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

Cllr Alexander gave a summary of the change from Stress Management to Wellbeing, particularly highlighting the importance of some training for the members of the TFG. The group is looking at the Wellbeing at Work Silver award and is considering the criteria for this.

There being no further business, the meeting closed at 20:52.

Peacehaven Town Council

Cost Centre Report

Month No: 12

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	450068	473655	23587	23587	95.0%	
4002 Employer N.I Contributions	44095	48362	4267	4267	91.2%	
4003 Employer Pension Contributions	91192	87740	(3,452)	(3,452)	103.9%	
4004 Overtime	1003	2000	997	997	50.2%	
4011 Training	4909	4500	(409)	(409)	109.1%	463
4310 Professional Fees - Consultanc	2841	2000	(841)	(841)	142.1%	825
4311 Professional Fees - Legal	2218	4000	1782	1782	55.5%	618
4312 Professional Fees - Other	1368	1000	(368)	(368)	136.8%	
4333 Members Allowance	2604	3500	896	896	74.4%	
4334 Members Training	847	1500	653	653	56.5%	