



## Seaford Town Council

**MINUTES** of a Meeting of the **Personnel Committee** held at the Council Chambers, 37 Church Street, Seaford on **Tuesday 8<sup>th</sup> August 2017** at 7.00pm.

**Present:**

Councillor S Adeniji (Chair), L Freeman (Vice-Chair), R Honeyman, A Latham and P Lower.  
James Corrigan, Town Clerk – Seaford Town Council  
Councillor Mark Brown was present as an observer.  
No members of the public were present.

**PE01/08/17 Apologies for Absence**

There were no apologies for absence.

**PE02/08/17 Disclosure of Interests**

No declarations were made of disclosable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

**PE03/08/17 Exclusion of the Press and Public**

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the remainder of the meeting as the items concerned confidential personnel details.

It was also **RESOLVED** to set aside standing Orders and allow Councillor Brown to remain in the meeting as an observer.

**PE04/08/17 Staffing Review & Job Evaluation Report**

The Committee considered exempt report 49-17, discussing the Staffing Review & Job Evaluation report by Chris Rolley Associates and covering Officer's report.

**PE04.1** It was agreed to **RECOMMEND** for **APPROVAL** the recommendations within the Staffing Review Report subject to the changes as per this report, set out below for clarity.

**PE04.2** It was agreed to **RECOMMEND** for **APPROVAL** that the newly named Community Services Supervisor is initially for 26hrs/4 days per week, with a view to expanding to 37 hours per week when the services expand and the additional revenue income is available.

**PE04.3** It was agreed to **RECOMMEND** for **APPROVAL** that the Community Services Manager and Supervisor being supported by two members of staff in two newly created positions; Community Services Coordinator (22.5hrs/3 days per week) and an Admin Assistant (15hrs/2 days per week).

**PE04.4** It was agreed to **RECOMMEND** for **APPROVAL** that the allocation of some extra days work for the new RFO on an ad hoc basis to complete some of the major tasks will almost certainly be required.

**PE04.5** It was agreed to **RECOMMEND** for **APPROVAL** the removal of the duties of the Responsible Finance Officer from the Town Clerk's job description once an RFO has been recruited.

- PE04.6** It was agreed to **RECOMMEND** for **APPROVAL** the role of Finance Manager being created in place of the suggested Finance Officer.
- PE04.7** It was agreed to **RECOMMEND** for **APPROVAL** that the existing Apprentice Greenkeeper is offered the position of second Assistant Greenkeeper.
- PE04.8** It was agreed to **RECOMMEND** for **APPROVAL** that the existing temporary Finance Assistant is offered the role permanently.
- PE04.9** It was **RESOLVED** that the Town Clerk report back to the committee on the effectiveness of the changes six months after they are implemented.

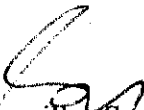
**PE04/08/17**

**Outline of Potential Bonus Scheme**

The Committee considered exempt report 50/17, introducing the concept of a bonus scheme and seeking guidance on future development.

It was **RESOLVED** to support the principle of a Bonus Scheme and that the Town clerk should develop a complete policy for consideration at a Personnel Committee on the 18<sup>th</sup> September with a view to adopting a scheme on the 19<sup>th</sup> October to be operational within the current financial year.

The meeting closed at 8.28pm.

  
Councillor Sam Adeniji  
Chairman