



## Seaford Town Council

MINUTES of a Meeting of the Personnel Committee held at the Council Chambers, 37 Church Street, Seaford on Thursday 9<sup>th</sup> March 2017 at 7.30pm.

**Present:**

Councillor S Adeniji (Chair), R Honeyman, A Latham and P Lower.

James Corrigan, Town Clerk – Seaford Town Council

Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)

No members of the public were present.

**PE07/03/17 Apologies for Absence**

Apologies for absence were received from Councillors P Boorman and L Freeman.

**PE08/03/17 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.

**PE09/03/17 Personnel Policies**

The Committee considered report 124/16, discussing the draft personnel policies presented.

**PE09.1** It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Maternity, Paternity and Adoption Leave Policy, subject to minor amendments to be made.

**PE09.2** It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Parental Leave Policy as presented, subject to minor amendments to be made.

**PE09.3** It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Sickness Absence Policy, subject to minor amendments to be made.

**PE09.4** It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Equal Opportunities Policy, subject to minor amendments to be made.

**PE09.5** It was **RESOLVED** to **RECOMMEND** that Full Council adopts the revised Training & Development Policy, subject to minor amendments to be made.

**PE09.6** It was **RESOLVED** to **RECOMMEND** to Full Council that the standard terms and conditions for current and new employees be amended to clarify that employees are employed under the Green Book save where amended by their terms and conditions of employment or Council policy.

**PE10/03/17 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 item concerned confidential personnel matters.

**PE11/03/17 Pay Grading and Awards**

The Committee considered exempt report 125/16 regarding pay grading for Council employees and the annual pay increases.

- PE11.1** It was **RESOLVED** to **APPROVE** the annual incremental pay increases following satisfactory staff appraisals with effect from 1<sup>st</sup> April 2017, as set out in exempt report 125/16.
- PE11.2** It was **RESOLVED** to **NOTE** the inflationary increases for members of staff with effect from 1<sup>st</sup> April 2017, as per exempt report 125/16.
- PE11.3** It was **RESOLVED** to **NOTE** the national minimum wage increases for members of staff with effect from 1<sup>st</sup> April 2017, as per exempt report 125/16.
- PE11.4** It was **RESOLVED** to **APPROVE** a 1% increase in pay for those employees not currently contractually eligible for an increase and the casual workers at The View with effect from 1<sup>st</sup> April 2017, as set out in exempt report 125/16.
- PE11.5** It was **RESOLVED** to **AGREE** to the appointment of a suitably qualified advisor to review the staff structure and payscale, exact scope to be set out by the Town Clerk.

The meeting closed at 8.15pm.



Councillor Sam Adeniji  
Chairman