



## Seaford Town Council

**MINUTES** of a **Meeting** of the **Personnel Committee** held at the Council Chambers, 37 Church Street, Seaford on **Wednesday 13<sup>th</sup> December 2017** at **6.00pm**.

**Present:**

Councillor S Adeniji (Chair), L Freeman (Vice-Chair), R Honeyman, A Latham, and L Wallraven (ex-officio).

James Corrigan, Town Clerk – Seaford Town Council

Georgia Raeburn, Executive Support Officer – Seaford Town Council

No members of the public were present.

**PE08/12/17 Apologies for Absence**

Apologies for absence were received from Councillor P Boorman and P Lower.

**PE09/12/17 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.

**PE10/12/17 Future Committee Meeting Date**

The Committee considered report 89/17 regarding scheduling a date for a meeting of the Personnel Committee and giving an indication of the items due to be on the agenda.

**PE10.1** It was **RESOLVED** to **RECOMMEND** that Full Council agrees to schedule a Personnel Committee meeting for Wednesday 14<sup>th</sup> March 2018.

**PE10.2** It was **RESOLVED** to **NOTE** the items for inclusion of the agenda for said Committee meeting.

**PE11/12/17 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.

**PE12/12/17 Council Employee Hours & Time Off In Lieu**

The Committee considered report 90/17 regarding hours worked by Council employees and levels of time off in lieu.

**PE12.1** It was **RESOLVED** to **NOTE** that the Chair of Personnel meet with the Town Clerk to discuss the Clerk's time off in lieu hours and report back to the Committee.

**PE12.2** It was **RESOLVED** to **NOTE** that a review of the Staff Structure Review will take place at the Committee meeting in March 2018 in order to review staff capacity in light of the Council's increased turnover.

**PE12.3** It was **RESOLVED** to **RECOMMEND** that Full Council approve a temporary increase to the contracted hours of work for the Executive

Support Officer to 37 hours per week from 1<sup>st</sup> January 2018 until 31<sup>st</sup> March 2018.

**PE12.4** It was **RESOLVED** to **NOTE** that a review of the Council's Time Off In Lieu Policy will be carried out and circulated to the Committee to comment on prior to it being presented to Full Council in January 2018.

The meeting closed at 6.44pm.

Councillor Sam Adeniji  
Chairman

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