



Seaford Town Council

MINUTES of a Meeting of the **Personnel Sub-Committee** held at the Council Chambers, 37 Church Street, Seaford on **Wednesday 18th November 2015** at **7.00pm**.

Present:

Councillor S Adeniji (Chair), C Campbell (Vice-Chair), L Freeman, A Latham and P Lower.
James Corrigan, Town Clerk – Seaford Town Council
No members of the public were present.

PE01/11/15 Apologies for Absence

Councillor R Honeyman apologised for his absence as the meeting was convened at a time when he already had a prior engagement, Councillor Lower was his substitute.

PE02/11/15 Disclosure of Interests

No declarations were made of discloseable 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.

PE03/11/15 Exclusion of the Press & 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 all concern confidential personnel matters.

PE04/11/15 Annual Appraisal Process

Members discussed exempt report 106/15.

PE04.1 It was **RESOLVED** to **NOTE** the update on the 2015 Annual Appraisal process.

PE04.2 It was **RESOLVED** to **APPROVE** Council Officers undertaking a review of all Job Descriptions to bring them in line with the needs of the Council to ensure effective and efficient service delivery and better reflect the staffing structure.

PE04.3 It was **RESOLVED** to award contractual incremental pay rises to three members of staff who have performed well in the period.

PE05/11/15 Terms & Conditions of Employment

Members considered exempt report 107/15.

PE05.1 It was **RECOMMENDED** to **APPROVE** a one increment rise for all staff that complete the Certificate in Local Council Administration (CiLCA) as and when completed, with effect from 1st April 2016.

Recorded vote on this item, those in favour Councillors Campbell, Freeman and Lower, those against Councillors Adeniji and Latham.

PE05.2 It was **RECOMMENDED** to **APPROVE** the regrade of the Town Clerk's PA to NJC salary scale/point 23 to 29 commencing on SCP 24 with the next incremental rise being in April 2017 subject to the usual satisfactory performance.

- PE05.3** It was **RESOLVED** to **INSTRUCT** the Town Clerk to undertake a review of all Terms and Conditions of Employment with a view to equalising all contracts where relevant and possible and to report back to the Sub-Committee with recommended new scheme.
- PE05.4** It was **RESOLVED** not to take any action on this item.
- PE05.5** It was **RECOMMENDED** to **APPROVE** offering Perkbox to all employees to increase motivation and staff retention as part of the budget process.
- PE05.6** It was **RESOLVED** to **APPROVE** offering all employees and casual workers 50% discount on the price of food and refreshments at The View during their working hours, for themselves only.
- PE05.7** It was **RESOLVED** to **APPROVE** an extension to the deadline under which the Town Clerk must have completed his Certificate in Local Council Administration to September 2016.
- PE05.8** It was **RESOLVED** to **APPROVE** the amendment to the professional body membership subscriptions paid to the Chartered Institute of Management and the Chartered Institute of Personnel Development as these offer better value for money than the Society for Local Council Clerks which will no longer be paid for by the Council with effect from the next renewal date.

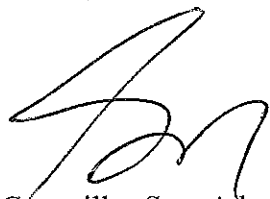
PE06/11/15

Staff Structure

Members considered exempt report 108/15.

- PE06.1** It was **RESOLVED** to **APPROVE** the revised staff structures for The View at Seaford Head thus authorising Council Officers to recruit in line with these structure.
- PE06.2** It was **RESOLVED** to **AUTHORISE** the contracting of a suitable Accountant to provide Financial Mentoring and strategic reporting for the Finance Section. One element of this remit to be to devise a system of allocating core costs to cost centres on the Councils budgets
- PE06.3** It was also **RECOMMENDED** to include the new office structure into the budgeting process to include a part-time planning officer, at 4 hours per week and a Projects Officer for two days per week in addition to the one day funded by the recent coastal communities grant (which is for one year only).

The meeting closed at 8.45pm.



Councillor Sam Adeniji
Chairman