



Seaford Town Council

MINUTES of a Meeting of the **Personnel Committee** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 12th November 2019** at **7.00pm**.

Present:

Councillors R Morland (Chair), N Adil, MA Hayder and O Honeyman.
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, Executive Support Officer – Seaford Town Council
No members of the public were present.

In the absence of a Chair or Vice-Chair, it was **PROPOSED** that the Committee **APPOINT** Councillor R Morland to Chair the meeting; this **MOTION** was **CARRIED**.

PE05/11/19 Apologies for Absence

Apologies for absence were received from Councillors R Honeyman, J Cash and J Edson.

PE06/11/19 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.

PE07/11/19 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 and employment details.

PE08/11/19 General Personnel Update

The Committee discussed the contents of exempt report 95/19 presenting a general update on HR matters within the Council, asking questions on various aspects of the update report.

It was **RESOLVED** to **NOTE** the contents of the report.

PE09/11/19 Staff Structure Review

The Committee discussed the contents of exempt report 90/19 presenting a update on recent staffing changes and proposed changes to the staff structure.

PE09.1 It was **RESOLVED** to **AGREE** the revised staff structure as presented with report 90/19.

PE09.2 It was **RESOLVED** to **AGREE** the additional clause in employee's terms and conditions of employment regarding incremental salary increases for holding or obtaining specific qualifications as per report 90/19.

PE09.3 It was **RESOLVED** to **NOTE** the above additional incremental salary increases being offered to any employees who currently hold the specific qualifications, taking effect from 1st December 2019.

PE10/11/19 **2019 Annual Appraisals**

The Committee discussed the contents of exempt report 94/19 providing the Committee with an update on the Annual Appraisal process undertaken.

It was **RESOLVED** to **NOTE** the update on the 2019 Annual Appraisal process.

The meeting closed at 8.57pm.

Richard Morland

Councillor Richard Morland
Acting Chair of the Personnel Committee