



Seaford Town Council

To the Members of the Personnel Committee

A Meeting of the **Personnel Committee** will be held electronically via Zoom* on **Wednesday 14th October 2020** at **7.00pm**, which you are summoned to attend.

Isabelle Mouland
Assistant Town Clerk
8th October 2020

***see overleaf for important information to join virtual meeting and accessing password**

AGENDA

1. **Apologies for Absence**

To consider apologies for absence.

2. **Disclosure of Interests**

To deal with any disclosure by Members of any disclosable pecuniary interests and 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.

3. **Exclusion of the Press & Public**

The Chairman will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the remainder of the meeting, as the following items on the agenda concern confidential employment details.

4. **Town Clerk Recruitment – Shortlisting & Interview Preparations EXEMPT**

To consider exempt report 77/20 seeking the Committees decisions on the next stages of the Town Clerk recruitment surrounding shortlisting and interview preparations (exempt pages).

5. **Job Support Scheme EXEMPT**

To consider exempt report 78/20 regarding the Government's recently announced Job Support Scheme (exempt pages).

6. **Executive Support Officer – Temporary Change to Contractual Hours EXEMPT**

To consider exempt report 76/20 presenting a request to temporarily increase the contractual hours of work for the post of Executive Support Officer (exempt pages).

For further information about items appearing on this Agenda please contact:

Isabelle Mouland, Assistant Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG
Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870 (*please note that due to working from home, this phone line is not currently manned, so please leave a voice message and this will be picked up and forwarded to the relevant member of staff to deal with*)

Circulation: Councillors J Edson (Chair), D Argent (Vice-Chair), J Cash, O Honeyman, R Honeyman, R Morland and R Reed.

For Information: All other councillors and email recipients.

***Zoom Meeting:**

In line with the Coronavirus Act 2020 and subsequent regulations governing local authorities meetings, the Council will be holding this meeting via the online video conference facility, Zoom.

To join the Zoom meeting follow this link: <https://us02web.zoom.us/j/85765430220>

Meeting ID: 857 6543 0220

Telephone: 0131 460 1196

Password: (to ensure online security it is recommended that meeting passwords are not publicised and are given directly to those intending to attend the meeting. Please therefore email admin@seafordtowncouncil.gov.uk for the password at least 24 hours before the scheduled meeting date)