



## Seaford Town Council

### **Seaford Town Council Personnel Committee Agenda – 18<sup>th</sup> November 2021**

#### **To the Members of the Personnel Committee**

Councillors J Edson (Chair), D Argent (Vice Chair), J Cash, S Dunn, O Honeyman and R Honeyman.

A meeting of the **Personnel Committee** will be held in the Council Chambers, 37 Church Street, Seaford, BN25 1HG on **Thursday, 18<sup>th</sup> November 2021 at 7.00pm**, which you are summoned to attend.

Adam Chugg, Town Clerk

11<sup>th</sup> November 2021

#### **PLEASE NOTE:**

- **That there is no public participation item on this agenda, in line with the Town Council's Public Participation Policy, and the meeting is likely to be held under an exclusion of the press and public due to the confidential nature of the business being discussed.**
- **Any public attendance physically/in person at this meeting will be limited to 10 due to the size of the meeting space.**
- **See the end of the agenda for further details of public access and participation.**
- **All attendees are encouraged to carry out a home Covid test before attending the meeting, wear a mask at the meeting (where able to do so) and ensure hands are sanitised upon entering.**

### **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 Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the remainder of the meeting for the reasons as set out below.

The resolutions of the agenda items will be recorded publicly in the minutes of this meeting.

*The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below.*

*Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.*

## **4. General Personnel Update EXEMPT**

To consider exempt report 129/21 updating the Committee on the Human Resources activities of the Town Council (exempt pages 1 to 3).

*Reason for exemption: to provide confidential updates surrounding employees of the Town Council.*

*Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.*

## **5. Staff Structure Arrangements – Follow On Considerations**

### **EXEMPT**

#### **a. Council Offices**

To consider exempt report 130/21 presenting further recommendations for changes to the Council Office staffing structure (exempt pages 4 to 13).

*Reason for exemption: to provide confidential updates surrounding employees of the Town Council.*

*Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.*

## **b. Golf Course**

To consider exempt report 131/21 presenting recommendations for changes to the Golf Course staffing structure (exempt pages 14 to 18).

*Reason for exemption: to provide confidential updates surrounding employees of the Town Council.*

*Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.*

## **6. Sickness Absence Policy Review EXEMPT**

To consider exempt report 132/21 presenting a revised Sickness Absence Policy and seeking the Committee's steer on the Sickness Absence Bonus Scheme (pages exempt 19 to 26).

*Reason for exemption: the policy document being reviewed is intended for future publication.*

*Explanation of Reason: under the Freedom of Information Act, an exemption can apply to the draft policy document, which is intended for future publication at the point at which Full Council will be asked to readopt this policy.*

## **AGENDA NOTES**

### **For further information about items on this Agenda please contact:**

Adam Chugg, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: [admin@seafordtowncouncil.gov.uk](mailto: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:**

All Town Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.

### **Public Access:**

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited (exact number to be confirmed). The Town Council therefore asks that you

contact [georgia.raeburn@seafordtowncouncil.gov.uk](mailto:georgia.raeburn@seafordtowncouncil.gov.uk) or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

### **Public Access to the Venue:**

If you are attending the meeting in person, please arrive for 6.55pm where you will be shown into the meeting for a 7.00pm start.

### **Public Participation:**

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be regarding business on the agenda for that meeting.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.
4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.

9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

### Public Comments

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all committee members. Comments can be submitted by email to [georgia.raeburn@seafordtowncouncil.gov.uk](mailto:georgia.raeburn@seafordtowncouncil.gov.uk) or by post to the Town Council offices.

### **Covid-safety Measures:**

While Covid restrictions are no longer mandated, in most situations, the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by continuing to observe the following:

1. Do not attend the meeting if you are displaying any Covid-19 symptoms; a high temperature, a new continuous cough or a loss or change to your sense of smell or taste (source [NHS website](#)); or if there is any reason to believe you have been in contact with someone with Covid-19.
2. You are encouraged to wear a mask at the meeting, in particular when moving around the venue.
3. The Town Council would encourage anyone attending the meeting in person to have carried out a rapid lateral flow coronavirus test before attending. These are tests taken at home, giving you an instant result, and ordered for free from the [Gov.uk website](#) or by calling 119 (open 7am to 11pm, calls are free).
4. If you test positive, do not attend the meeting; you will need to self-isolate immediately and follow the advice on the [NHS website](#).
5. Touch as few shared surfaces as possible when at the meeting and bring your own supplies (reusable water bottles, pens, tissues, copies of agendas etc).