



Seaford Town Council

Seaford Town Council Personnel Committee Agenda – 23rd September 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, 23rd September 2021** at **7.00pm**, which you are summoned to attend.

Adam Chugg, Town Clerk

17th September 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.**
- **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. Staffing Update EXEMPT

To consider exempt report 84/21 providing the Committee with a staffing update and proposals as a result of circumstances (exempt pages 6 to 19).

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. General Personnel Update EXEMPT

To consider exempt report 85/21 providing the Committee with an update on the Human Resources activities of the Town Council (exempt pages 20 to 25).

Reason for exemption: to provide confidential updates surrounding the Human Resources functions 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.

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

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 attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited to 10.

The Town Council therefore asks that you contact

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.

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.

Please note that the front door to the building will be locked at 7.00pm sharp.

Access to the meeting by all participants is as set out below:

Picture key:

Red outline circle – 37 Church Street venue.

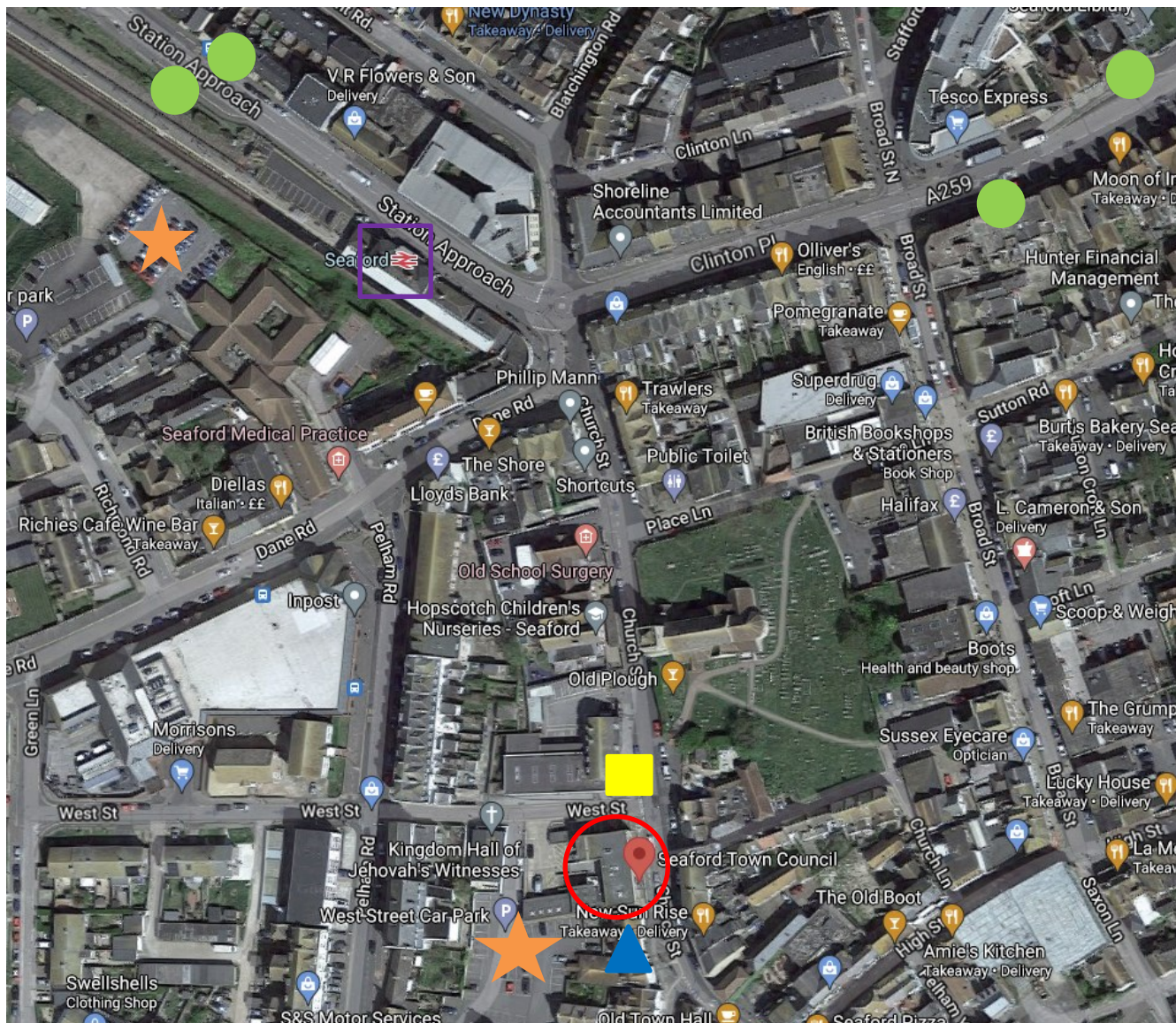
Green circle – main bus route stops, a 2 to 3 minute walk from venue.

Purple outline square – train station, a 2 to 3 minute walk from venue.

Yellow square – bike racks available outside Church Street Post office.

Orange star – NO onsite car parking – two nearby pay and display car parks or free on street parking (two hour limit on nearby streets).

Blue triangle – main entry point to be used, ramped entrance and lift access to get to first floor.



Public Participation:

In accordance with the Town Council's Public Participation Policy, there is no agenda item for public participation at this committee meeting.

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).