



## Seaford Town Council

### **Minutes of a meeting of Seaford Town Council's Personnel Committee on 18<sup>th</sup> November 2021**

Held at the Council Chambers, 37 Church Street, Seaford at 7.00pm.

#### **Present:**

Councillors J Edson (Chair) and D Argent (Vice-Chair)

Councillors J Cash, O Honeyman and R Honeyman.

Adam Chugg, Town Clerk

There were no members of the public physically in attendance.

#### **PE06/11/21 Apologies for Absence**

Apologies for absence were received from Councillor S Dunn. The Committee **NOTED** Councillor Dunn having resigned from the Personnel Committee due to health reasons.

#### **PE07/11/21 Disclosure of Interests**

There were no disclosures of interests.

#### **PE08/11/21 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 meeting for the remainder of the meeting for the reasons as set out below.

*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.*

#### **PE09/11/21 General Personnel Update EXEMPT**

The Committee considered exempt report 129/21 updating the Committee on the Human Resources activities of the Town Council.

**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.*

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

**PE10/11/21 Staff Structure Arrangements – Follow On Considerations  
EXEMPT – Council Offices**

The Committee considered exempt report 130/21 presenting further recommendations for changes to the Council Office staffing structure.

*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.*

**PE10.1** It was **RESOLVED** to **APPROVE** reassigning the salary bracket of the post as per Appendix B of exempt report 130/21.

**PE10.2** It was **RESOLVED** to **NOTE** the arrangements with the grants administration work, namely the removal of this post from the staff structure and plans to ensure the Town Council continues to make use of external funding opportunities available.

**PE11/11/21 Staff Structure Arrangements – Follow On Considerations  
EXEMPT – Golf Course**

The Committee considered exempt report 131/21 presenting recommendations for changes to the Golf Course staffing structure.

*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.*

It was **RESOLVED** to **AGREE** in principle with the revised staffing structure for the Golf Course and recommend to the Golf & The View Committee to approve the inclusion of the additional Assistant Greenkeeper post in the draft 2022 – 2023 budget.

**PE12/11/21 Sickness Absence Policy Review EXEMPT**

The Committee considered exempt report 132/21 presenting a revised Sickness Absence Policy and seeking the Committee's steer on the Sickness Absence Bonus Scheme.



*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.*

It was **RESOLVED** to **RECOMMEND** that Full Council adopt the revised Sickness Absence Policy, with amendments as discussed by the Personnel Committee. The revised policy will be presented as part of the agenda for the Full Council meeting in January 2022.

The meeting closed at 7.48pm.



Councillor J Edson

Chair of Personnel

