



Seaford Town Council

MINUTES of a Meeting of the Personnel Committee held via Zoom on Thursday 25th February 2021 at 7.00pm.

Present:

Councillors J Edson (Chair) and D Argent (Vice-Chair)
Councillors J Cash, O Honeyman, R Honeyman and R Reed.
Adam Chugg, Town Clerk
Georgia Raeburn, Executive Support Officer
There were no members of the public

PE18/02/20 Apologies for Absence

Apologies for absence were received from Cllr R Morland.

PE19/02/20 Disclosure of Interests

There were no disclosures of interests.

Cllr Argent informed the Committee that he had not been able to access the exempt reports so would remain in attendance but would not be voting on items.

PE20/02/20 2021 Annual Inflationary Salary Increases

The Committee considered report 132/20 providing an update on the 2021 Annual Inflationary Salary Increases.

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

PE21/02/20 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 remainder of the meeting as the remaining items concerned confidential employment details.

PE22/02/20 General Personnel Update EXEMPT

The Committee considered exempt report 133/20 providing an update on the Human Resources activities of the Council.

PE22.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE22.2 It was **RESOLVED** to **NOTE** the maternity cover arrangements.

PE23/02/20 Furlough Update EXEMPT

The Committee considered exempt report 134/20 providing an update on the Town Council's use of the Government's Furlough Scheme.

It was **RESOLVED** to **APPROVE** the amendment to the delegation arrangements regarding the furlough scheme, as follows:

*It was **RESOLVED** to **DELEGATE** power to the Town Clerk and Responsible Financial Officer, in consultation with the Mayor and Chair of Personnel, to make the decision regarding the financial package of the remainder of the extended furlough scheme until its end date and any future furlough or job support schemes, reporting back to Full Council or the Personnel Committee as soon as practicable.*

PE24/02/20 2020 Appraisal Scheme Update EXEMPT

The Committee considered exempt report 135/20 providing an update on the Town Council's Appraisal Scheme and Policy.

- PE24.1** It was **RESOLVED** to **NOTE** the contents of the report.
- PE24.2** It was **RESOLVED** to **APPROVE** that the 2020 Appraisal Scheme be forfeited due to the disruption caused by COVID-19 in the 2021/22 municipal year.
- PE24.3** It was **RESOLVED** to **NOTE** that the Town Council's Annual Appraisal Scheme Policy will be reviewed by this Committee before the 2021 Appraisal Scheme is undertaken.
- PE24.4** It was **RESOLVED** to **NOTE** that the annual incremental pay increases due on 1st April 2021 (or a later date in 2021, where appropriate) will be processed accordingly, as set out within this report.

PE25/02/20 Working From Home Allowance EXEMPT

The Committee considered exempt report 137/20 providing details surrounding the Working From Home Allowance options for employees.

The Committee discussed the two options frankly and the justifications for choosing option 1 at this point in time, whilst recognising that depending on future working arrangements post-pandemic this decision could be revisited.

It was **RESOLVED** to **AGREE** to pursue option 1 of the report; encouraging eligible employees to claim tax relief direct from the HMRC.

(7.30pm – the Executive Support Officer left the meeting)

PE26/02/20 Contractual Hours of Work – Executive Support Officer EXEMPT

The Committee considered exempt report 139/20 providing an update on the Executive Support Officer's contractual hours of work.

It was **RESOLVED** to **RECOMMEND** that Full Council approves increasing the Executive Support Officer's contractual hours of work to 30 hours per week from 1st April 2021.

(7.38pm – the Executive Support Officer returned and the Town Clerk left the meeting)

PE27/02/20 Probationary Period Process – Town Clerk EXEMPT

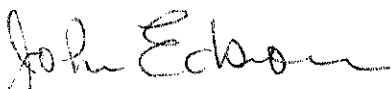
The Committee considered exempt report 136/20 updating on the Town Clerk's probationary period review process.

PE27.1 It was **RESOLVED** to **NOTE** the details of the Town Clerk's probationary period review process presented within the report.

PE27.2 It was **RESOLVED** to **DELEGATE POWER** to the Executive Support Officer, only in consultation with the Mayor and Chair of Personnel, to agree the successful completion of or extension to the Town Clerk's probationary period, as required.

(7.44pm – the Town Clerk returned)

The meeting closed at 7.53pm.



Councillor John Edson
Chair of Personnel