



## Seaford Town Council

### **Minutes of a meeting of Seaford Town Council's Personnel Committee on Thursday 7<sup>th</sup> July 2022.**

Held at the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Thursday 7<sup>th</sup> July 2022 at 7.00pm.**

#### **Present:**

Councillors J Edson (Chair), D Argent (Vice-Chair) and J Cash.

Georgia Raeburn, HR & Governance Manager

#### **PE01/22 Apologies for Absence**

Apologies for absence were received from Councillors O Honeyman and R Honeyman.

#### **PE02/22 Disclosure of Interests**

There were no disclosures of interests.

#### **PE03/22 National Joint Council Pay Scale – Future Implications**

The Committee considered report 47/22 providing an update from the Local Government Association on the future implications for the National Joint Council pay scale.

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

#### **PE04/22 New Policy – Reservist Policy**

The Committee considered report 49/22 presenting a proposal for the Town Council to adopt a Reservist Policy, supporting employing Reservists of the Armed Forces.

It was **RESOLVED** to **RECOMMEND** to Full Council to adopt the draft Reservist Policy as presented within report 47/22.

#### **PE05/22 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.*

### **PE06/22 General Personnel Update EXEMPT**

The Committee considered exempt report 48/22 providing it with an updated on the Human Resources activities of the Town Council.

**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.*

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

### **PE07/22 Job Evaluation Process EXEMPT**

The Committee considered exempt report 45/22 presenting a job evaluation for consideration.

**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 **APPROVE** reassigning the salary bracket of the post and applying this, as per exempt report 45/22.

### **PE08/22 HR & Governance Team Support EXEMPT**

The Committee considered exempt report 46/22 providing it with an update on, and proposals relating to, support for the Town Council's HR & Governance functions the Human Resources activities of the Town Council.

**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.*

**PE08.1** It was **RESOLVED** to **APPROVE** amending the hours of work of the currently vacant HR & Governance Assistant post to 18 hours per week.

**PE08.2** It was **RESOLVED** to **AGREE** to officers seeking the support of an external company/provider with the Town Council's HR Projects for 2022 – 2023, as

required, utilising the Professional Fees earmarked reserve due to no specific budget being set aside for this purpose.

**PE08.3** It was **RESOLVED** to **RECOMMEND** to Full Council to increase the contracted hours of the HR & Governance Manager post to 37 per week for the remainder of this financial year, with a review ahead of the 2023 – 2023 budget setting process to assess if this increase becomes permanent.

The meeting closed at 7.33pm.

*Councillor J Edson*

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Chair of Personnel