



Seaford Town Council

Minutes of a meeting of Seaford Town Council's Personnel Committee on Tuesday 10th January 2023

Held at the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Tuesday 10th January 2023** at **7.00pm**.

Present:

Councillors J Edson (Chair), D Argent (Vice-Chair), M Everden, O Honeyman and R Honeyman and J Meek (substitute for Councillor J Cash)

Adam Chugg, Town Clerk

Georgia Raeburn, HR & Governance Manager

PE09/01/22 Apologies for Absence

Apologies for absence were received from Councillors S Adeniji and J Cash (Councillor J Meek substituting).

PE10/01/22 Disclosure of Interests

There were no disclosures of interests.

PE11/01/22 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 on the agenda and below.

PE12/01/22 Staffing Update EXEMPT

The Committee considered exempt report 147/22 providing the Committee with a staffing update for consideration of certain changes.

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.*

PE12.1 It was **RESOLVED** to **RECOMMEND** that Full Council agrees the title of Head of Assets, Projects & Services, grade and overall content of the new senior post.

- PE12.2** It was **RESOLVED** to **APPROVE** the change to the Projects & Facilities Manager post, now entitled Assets & Projects Manager.
- PE12.3** It was **RESOLVED** to **APPROVE** the increase to 10 hours per week for the Planning Officer post from 1st April 2023, noting that this is already included in the 2023 – 2024 draft budget being presented to Full Council.
- PE12.4** It was **RESOLVED** to **NOTE** the reduction in contracted hours of the Assistant Town Clerk post, to 28 hours per week, upon the return of the postholder from maternity leave.
- PE12.5** It was **RESOLVED** to **AGREE** that the temporary 'additional' scale point for the postholder within exempt report 147/22 be made permanent. 6. To instruct officers to update the draft 2023 – 2024 budget accordingly following decisions made at this meeting, before the budget is presented to Full Council.
- PE12.6** It was **RESOLVED** to **NOTE** that the Scheme of Delegation and any other relevant Town Council policies will be reviewed and updated accordingly to enable the new structure and posts to operate as required.

The Committee recorded its thanks to the temporary Office Manager for everything they had done in their time with the Town Council.

PE13/01/22 Employer Responsibilities EXEMPT

The Committee considered exempt report 148/22 providing the Committee with information relating to its employer responsibilities.

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 briefing and the actions being taken by the Council.

The meeting closed at 7.58pm.

Councillor J Edson

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Chair of Personnel