



## Seaford Town Council

### **Seaford Town Council Personnel Committee Agenda – 5<sup>th</sup> September 2023**

#### **To the Members of the Personnel Committee**

Councillors R Honeyman (Chair), O Matthews (Vice Chair), S Adeniji, S Dubas, L Wallraven and M Wearmouth.

A meeting of the **Personnel Committee** will be held in the Council Chambers, 37 Church Street, Seaford, BN25 1HG on **Tuesday, 5<sup>th</sup> September 2023** at 7.00pm, which you are summoned to attend.

Adam Chugg, Town Clerk

25<sup>th</sup> August 2023

#### **PLEASE NOTE:**

- **Public attendance at this meeting will be limited to 28 people although please note that in accordance with the Town Council's Public Participation Policy, there will be no agenda item for public participation.**
- **Any parts of the meeting carried out in public session will be recorded and uploaded to the Town Council's YouTube channel.**
- **See the end of the agenda for further details of public access.**

### **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 during the discussion on the next three items of business 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.*

### **4. General HR Update Report EXEMPT**

To consider exempt report 62/23 providing the Committee with an update on HR matters within the Town Council (exempt pages 5 to 7).

*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.*

### **5. Staff Structure Update – Town Council Offices EXEMPT**

To consider exempt report 61/23 providing the Committee with an update on the current staff structure (exempt pages 8 to 13).

*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.*

### **6. External Staff Review Process – Town Council Offices EXEMPT**

To consider exempt report 61/23 seeking the Committee's approval to appoint an external company to undertake a review of the Town Council office staffing structure (exempt pages 14 to 19).

*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](mailto:admin@seafordtowncouncil.gov.uk)

Telephone: 01323 894 870

### **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:

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited to 28. The Town Council therefore asks that you contact

[meetings@seafordtowncouncil.gov.uk](mailto:meetings@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.

Please note that there will be no video recording of this meeting due to the items being exempt.

### **Public Access to the Venue:**

If you are attending the meeting in person, please arrive for 6.45pm where you will be shown into the meeting for a 7.00pm start.

### **Public Participation:**

In accordance with the Town Council's Public Participation Policy, there will be no agenda item for public participation.

### **Public Comments**

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all committee members. Comments can be submitted by email to [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk) or by post to the Town Council offices.

### **Health & Safety Measures:**

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by upholding the requirement that you should not attend the meeting if you are displaying any Covid-19 symptoms (or have tested positive) as identified on the [NHS website](#) or symptoms of any similarly contagious illness.