



## Seaford Town Council

### **Minutes of a meeting of Seaford Town Council's Personnel Committee on Tuesday 5<sup>th</sup> September 2023**

Held at the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Tuesday 5<sup>th</sup> September 2023** at **7.00pm**.

#### **Present:**

Councillors R Honeyman (Chair), S Dubas, L Wallraven and M Wearmouth.

Adam Chug, Town Clerk

Georgia Raeburn, Acting HR & Governance Manager

#### **PE01/09/23 Apologies for Absence**

Apologies for absence were received from Councillors S Adeniji and O Matthews.

#### **PE02/09/23 Disclosure of Interests**

There were no disclosures of interests.

#### **PE03/09/23 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.

#### **PE04/09/23 General HR Update Report EXEMPT**

The Committee considered exempt report 62/23 providing the Committee with an update on HR matters within the Town Council.

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

#### **PE05/09/23 Staff Structure Update – Town Council Offices EXEMPT**

The Committee considered exempt report 61/23 providing the Committee with an update on the current staff structure.

**PE05.1** It was **RESOLVED** to **NOTE** the contents of the report.

**PE05.2** It was **RESOLVED** to **NOTE** that a report will be presented to Full Council relating to arrangements for the statutory role of Responsible Financial Officer.

**PE05.3** It was **RESOLVED** to **RECOMMEND** that Full Council approves the amendments to the Events & Facilities Officer, as set out within exempt report 61/23 but with the amendments discussed by Committee, which officers will relay in the Full Council papers.

**PE06/09/23 External Staff Review Process – Town Council Offices  
EXEMPT**

The Committee considered exempt report 60/23 seeking the Committee's approval to appoint an external company to undertake a review of the Town Council office staffing structure.

**PE06.1** It was **RESOLVED** to **APPROVE** a suitably experienced external company to undertake a review of the Town Council office staffing structure, with final approval of any recommendations with additional budgetary implications being made by Full Council.

**PE06.2** It was **RESOLVED** to **DELEGATE** to the Town Clerk, in consultation with the Chair of Personnel, to agree the final brief for the staffing review, taking into consideration comments from this Committee at the meeting.

The meeting closed at 8.42pm.

*Councillor R Honeyman*

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Chair of Personnel