



Seaford Town Council Personnel Committee Agenda – Thursday 13th February 2025

To the Members of the Full Council

Councillors O Honeyman (Chair), O Matthews (Vice Chair), R Honeyman, J Meek and L Wallraven.

A meeting of the **Personnel Committee** will be held in the Council Chambers, 37 Church Street, Seaford, BN25 1HG on **Thursday 13th February 2025** at 7.00pm, which you are summoned to attend.

A handwritten signature in black ink, appearing to be 'SQ'.

Steve Quayle,
Interim Town Clerk
7th February 2025

PLEASE NOTE:

- **PUBLIC ARRIVAL TIME IS BETWEEN 6.45PM – 6.55PM, AFTER WHICH THE FRONT DOOR WILL BE LOCKED AND PUBLIC WILL NOT BE ABLE TO GAIN ACCESS TO THE MEETING**
- Public attendance at this meeting will be limited to 15 people although please note that in accordance with the Town Council's Public Participation Policy, there will be no agenda item for public participation.
- 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 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 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 – February 2025 EXEMPT

To consider exempt report 164/24 providing the Committee with an update on HR matters within the Town Council (exempt pages 5 to 11).

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. Probationary Period Policy EXEMPT

To consider exempt report 165/24 seeking the Committee's feedback on the draft Probationary Period Policy and recommendation to Full Council (exempt pages 12 to 24).

Reason for exemption: to enable the Committee to consider a draft policy relating to employment arrangements with future employees.

Explanation of Reason: under Freedom of Information legislation, disclosure of information may be withheld if it has a clearly identified timeline for publication. This draft policy is intended to be presented as a public document for consideration by Full Council on 27th March 2025.

6. Town Clerk Recruitment Planning EXEMPT

To consider exempt report 167/24 the Committee with a confidential update on the plans for the recruitment process for a permanent Town Clerk (exempt pages 25 to 53).

Reason for exemption: to enable the Committee to discuss and determine recruitment plans, which must remain confidential ahead of the recruitment process being run.

Explanation of Reason: under Freedom of Information legislation, disclosure of information may be withheld if it has a clearly identified timeline for publication. The recruitment pack and process is due to be published on 14th February 2025.

AGENDA NOTES

For further information about items on this Agenda please contact:

Steve Quayle, Interim Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

All Town Councillors 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. The Town Council therefore asks that you contact

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.

Public Access to the Venue:

If you are attending the meeting in person, please arrive between 6.45 – 6.55pm where you will be shown into the meeting for a 7.00pm start.

Please note that the front door of the building will be locked at 6.55pm and remain locked during the meeting for security reasons. As such, if you arrive after this time, you will not be able to access the meeting. When members of the public are looking to leave, they must be escorted out of the building by a Town Council officer. There is also a signposted back door which can be exited through if required. Entrance through the rear fire escape of the building will not be allowed.

Public Participation:

There will be no public participation at this meeting.

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 councillors.

Comments can be submitted by email to meetings@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