



## **Seaford Town Council Grievance Sub-Committee Agenda – Wednesday, 4<sup>th</sup> December 2024**

### **To the Members of the Grievance Sub-Committee**

Councillors L Boorman (Chair), F Hoareau, G Rutland and M Wearmouth (substituting for R Stirton)

A meeting of the **Grievance Sub-Committee** will be held in the **Council**

**Chambers, 37 Church Street, Seaford, BN25 1HG** on **Wednesday, 4<sup>th</sup> December 2024** at **7.00pm**, which you are summoned to attend.

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

Steve Quayle,  
Interim Town Clerk  
24<sup>th</sup> November 2024

#### **PLEASE NOTE:**

- **Due to this meeting being held under an exclusion of the press and public, the meeting will not be video recorded**
- **See the end of the agenda for further details of public access, please note that, in accordance with Town Council policy, there is no agenda item for public participation**
- **Members of the public looking to attend are advised to register, as public attendance will be limited to 10 people due to the size of the venue**

### **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 remaining item of business for the reasons as set out below.

The resolutions of the items will be recorded publicly in the minutes of this meeting.

*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 Freedom of Information Act 2000 and may therefore need to take place in private session. The exempt information reasons are shown alongside the items 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. Employee Grievance EXEMPT**

To consider exempt report 135/24 enabling the Sub-Committee to consider and resolve an employee grievance (exempt pages).

*Reason for exemption: to facilitate confidential discussion around employment related matters.*

*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:**

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

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

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

If you are attending the meeting in person, please arrive from 6.45pm ready for a 7pm meeting start.

Please note that the front door of the building will be locked at 7.00pm 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.

### **Public Participation:**

In accordance with Town Council Policy, there will be no agenda item for public participation.

### **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