



## Seaford Town Council

### Seaford Town Council Personnel Agenda – 29 May 2025

#### To the Members of the Personnel Committee

Councillors S Markwell (Chair), O Matthews (Vice Chair), L Boorman, S Dubas, O Honeyman, R Honeyman and L Wallraven

A meeting of the **Personnel Committee** will be held in the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Thursday, 29 May 2025** at **7.00pm**, which you are summoned to attend.

Steve Quayle,  
Town Clerk  
21 May 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. Whistleblowing Policy Review Update**

To consider report 09/25 providing an update on plans to review the draft Whistleblowing Policy (pages 4 to 5).

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

The resolutions of the item 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 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.*

### **5. General HR Update – May 2025 EXEMPT**

To consider report 08/25 providing the Committee with an update on HR matters within the Town Council (exempt pages)

*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:**

Steve Quayle, 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 between 6.45 – 6.55pm 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 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](mailto:meetings@seafordtowncouncil.gov.uk) or by post to the Town Council offices.



## Seaford Town Council

<b>Report No:</b>	<b>09/25</b>
<b>Agenda Item No:</b>	<b>3</b>
<b>Committee:</b>	<b>Personnel Committee</b>
<b>Date:</b>	<b>29 May 2025</b>
<b>Title:</b>	<b>Whistleblowing Policy Review Update</b>
<b>By:</b>	<b>Georgia Raeburn, HR &amp; Governance Manager</b>
<b>Purpose of Report:</b>	<b>To provide the Committee with an update on plans to review the draft Whistleblowing Policy</b>

### **Actions**

#### **The Personnel Committee is advised:**

1. To consider the update provided within the report.
2. To move to a vote on the motion below.

### **Recommendations**

#### **The Personnel Committee is recommended:**

1. To note the contents of the report.

## **1. Information**

- 1.1** At its meeting in March 2025, Full Council deferred consideration of a draft Whistleblowing Policy back to the Personnel Committee.
- 1.2** Due to a number of competing priorities, work to prepare a revised draft policy and present this to the Committee has not been able to be finalised.
- 1.3** To elaborate on the above, having started to review the draft that was presented to Full Council, it became apparent that the Town Council will need to move completely away from the draft previously considered. This is due largely to the fact that bolstering additional sections on to a model policy that has been written by another organisation will result in a policy document that is clearly in different tones and feels pieced together, and as

a result will not read particularly well for its intended users at a time when they need a clear and supportive policy document to guide them through a challenging situation.

- 1.4 Officers are therefore intending to continue this work over the coming months and bring a report to the Committee at its next meeting in October 2025. This will enable officers to draw on the expertise of the incoming HR & OD Manager, present an improved and more impactful draft policy, and liaise with councillors for their input ahead of presenting the draft to Committee, thus reducing the likelihood of this policy document being referred for further work.
- 1.5 In the interim, the absence of a policy does not remove employees and workers' rights to whistleblow where they believe wrongdoing is occurring within the Town Council. With this in mind, officers will issue communications to all staff around whistleblowing – what it is, how to blow the whistle in the absence of a policy, external support links and so forth. In addition, a poster will be created and displayed in the two main work locations (Town Council offices and Golf Course) and included in the induction process for new staff, so all staff are aware of their rights.

## **2. Financial Appraisal**

- 2.1 There are no direct financial implications as a result of this report.

## **3. Contact Officer**

- 3.1 The Contact Officer for this report is Georgia Raeburn, HR & Governance Manager.