



## Seaford Town Council

### Minutes of a meeting of Seaford Town Council's Personnel Committee on Thursday, 19 March 2026

Held at the Council Chambers, 37 Church Street, Seaford, BN25 1HG at 7.00pm

#### Present:

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

Steve Quayle, Town Clerk

Irene Larbi, HR & OD Manager

There were no members of the public in attendance

#### PE24/03/25 Apologies for Absence

There were no apologies for absence.

#### PE25/03/25 Disclosure of Interests

There were no disclosures of interests.

#### PE26/03/25 Review of the Display Screen Equipment Users Policy

The Committee considered report 192/25 presenting the review of the Display Screen Equipment Users Policy for consideration by committee and recommendation to Full Council for adoption.

Members discussed concerns about enforcing a specific optician company that staff should use; the additional financial cost of allowing staff to use any optician of their choice; and whether a cap should be applied on the amount the Town Council will reimburse for a sight test under the policy.

**PE26.1** It was **RESOLVED** to **NOTE** the contents of the report

**PE26.2** It was **PROPOSED** to **RECOMMEND** that Full Council adopts the revised Display Screen Equipment Users Policy with immediate effect, subject to the alterations discussed in the meeting; the **MOTION** was **CARRIED**.

## **PE27/03/25      Review of the Staff Travel Expenses Policy**

The Committee considered report 193/25 presenting the review of the Staff Travel Expenses Policy for consideration by Committee and recommendation to Full Council for adoption.

Members discussed staff needing to have proof of business insurance on file before being allowed to claim for business mileage.

**PE27.1** It was **RESOLVED** to **NOTE** the contents of the report

**PE27.2** It was **RESOLVED** to **RECOMMEND** that Full Council adopts the revised Staff Travel Expenses Policy with immediate effect.

## **PE28/03/25      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.

## **PE29/03/25      General HR Update – March 2026 EXEMPT**

The Committee considered exempt report 190/25 providing the Committee with an update on HR matters within the Town Council.

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

## **PE30/03/25      Option for On Call Arrangements EXEMPT**

The Committee considered exempt report 191/25 seeking the Committee's support of the on-call arrangements being proposed and a recommendation to Full Council to approve the necessary spend to enable a six-month trial of the arrangements.

**PE30.1** It was **RESOLVED** to **NOTE** the contents of the report.

**PE30.2** It was **RESOLVED** to **RECOMMEND** to Full Council to approve the six-month trial of the on-call arrangements as detailed in report 191/25.

**PE30.3** It was **RESOLVED** to **RECOMMEND** that Full Council approves the necessary spend to enable a six-month trial of the on-call arrangements from 1 May to 31 October 2026.

## **PE31/03/25      Approval of an External Job Evaluation EXEMPT**

The Committee considered exempt report 194/25 the Committee's approval to commission an external consultant to undertake a job evaluation process, with the outcome reported back to this Committee for consideration.

*(The Town Clerk and HR&OD Manager left the meeting whilst the Committee discussed the content of the report – rejoining to provide clarity on any questions and oversee the passing of the resolutions)*

**PE31.1** It was **RESOLVED** to **NOTE** the contents of the report

**PE31.2** It was **PROPOSED** to **RECOMMEND** the commission of an external consultant to undertake a job evaluation process, with the outcome reported back to this Committee for consideration, subject to the alterations discussed in the meeting; the **MOTION** was **CARRIED**.

The meeting closed at 9.18pm.

Councillor S Markwell  
Chair of Personnel

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