



Seaford Town Council

Minutes of a meeting of Seaford Town Council's Personnel Committee on Tuesday, 6 January 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, O Honeyman and R Honeyman

Steve Quayle, Town Clerk

Darryl Keech, Deputy Town Clerk & Responsible Financial Officer

Irene Larbi, HR & OD Manager

There were no members of the public attendance

PE15/01/25 Apologies for Absence

Apologies were received from Councillors S Dubas and L Wallraven

PE16/01/25 Disclosure of Interests

There were no disclosures of interests.

PE17/01/25 Public Participation

There was no public participation.

PE18/01/25 Introduction of an Absence Management Policy

The Committee considered report 131/25 presenting the draft Absence Management Policy for consideration by the Personnel Committee and recommendation to Full Council for adoption

Officers provided a summary of queries received from councillors about the policy not covering sickness absence.

Members discussed that the proposed policy does not relate to sickness absence, that the two policies will be merged together to cover the gap that has been identified and this policy being a stop gap until such times as the new policy is created, where capability is covered in a policy including performance management which will be a separate policy coming forward in due course, and having a larger cohort of staff meaning the Town

Council need to be robust with these policies. The Committee requested that the next review date should be changed to – “when the Sickness Policy is reviewed”.

PE18.1 It was **RESOLVED** to **NOTE** the contents of the report

PE18.2 It was **PROPOSED** to **RECOMMEND** that Full Council adopts the draft Absence Management Policy, subject to the changes discussed in the 6 January 2026 Personnel Committee meeting; the **MOTION** was **CARRIED**.

PE19/01/25 Introduction of a Sexual Harassment Policy

The Committee considered report 134/25 presenting the draft Sexual Harassment Policy for consideration by the Personnel Committee and recommendation to Full Council for adoption.

Members discussed that this policy includes when councillors are meeting/representing the Town Council and are acting on behalf of the Town Council whether internally or externally, whether the word misogyny should be used in the policy or not, whether there is a specific qualification for sexual harassment training that should be offered to the HR & OD Manager, and references and cross references in policies.

PE19.1 It was **RESOLVED** to **NOTE** the contents of the report

PE19.2 It was **PROPOSED** to **RECOMMEND** that Full Council adopts the draft Sexual Harassment Policy; the **MOTION** was **CARRIED**.

PE20/01/25 Introduction of a Menopause Policy

The Committee considered report 133/25 presenting the draft Menopause Policy for consideration by the Personnel Committee and recommendation to Full Council for adoption.

Members discussed the promotion and awareness of menopause, that the policy does not reflect that for some people the stages do not carry through in a neat linear fashion, and whether training/signposting will be offered to support staff in this policy

PE20.1 It was **RESOLVED** to **NOTE** the contents of the report

PE20.2 It was **PROPOSED** to **RECOMMEND** that Full Council adopts the draft Menopause Policy; the **MOTION** was **CARRIED**.

PE21/01/25 Review of the Staff Handbook

The Committee considered report 135/25 presenting the revised Staff Handbook for consideration by the Personnel Committee and recommendation to Full Council for adoption.

Members discussed that it makes sense to stop the handbook from being considered a policy of itself, that the Committee will be kept informed of future changes to the Staff

Handbook via the HR Update Report, the new staff handbook proposal supporting resilience, the need to check the staff benefit regarding discount at The View, and some typographical and formatting queries.

PE21.1 It was **RESOLVED** to **NOTE** the contents of the report

PE21.2 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the updated staff handbook.

PE21.3 It was **RESOLVED** to **RECOMMEND** to Full Council that, with immediate effect, the Staff Handbook is no longer to be treated or considered as a 'policy'.

PE21.4 It was **RESOLVED** to **RECOMMEND** to Full Council that ongoing delegated authority is granted to the Town Clerk and Deputy Town Clerk to update the Staff Handbook as required.

PE22/01/25 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.

PE23/01/25 General HR Update – January 2026 EXEMPT

The Committee considered exempt report 132/25 providing the Committee with an update on HR matters within the Town Council.

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

The meeting closed at 8.17pm.

Councillor S Markwell

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Chair of Personnel