



Seaford Town Council

Minutes

Personnel Committee Meeting

Thursday 21 May 2026

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

Present:

Councillors S Markwell (Chair) and O Honeyman (Vice-Chair)
Councillors S Adeniji, L Boorman, R Honeyman, and L Wallraven
Darryl Keech, Deputy Town Clerk & Responsible Financial Officer
Irene Larbi, HR & OD Manager

There were no members of the public attendance

PE01/05/26 Apologies for Absence

There were no apologies for absence.

PE02/05/26 Disclosure of Interests

There were no disclosures of interests.

PE03/05/26 Review of Sexual Harassment Policy

The Committee considered report 05/26 presenting the proposed Sexual Harassment Policy for review.

In response to queries from members, officers confirmed that there was no need to define gender at birth within the policy given its already all-inclusive nature and gender (sex) being one of the nine protected characteristics. Officers discussed that the policy is aligned to ACAS guidance on this subject and that this will be highlighted within the report to Full Council.

PE03.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE03.2 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the proposed Sexual Harassment Policy.

PE04/05/26 Review of a Draft Performance Management Policy and Draft Capability Policy

The Committee considered report 07/26 presenting the draft Performance Management Policy and draft Capability Policy for consideration by Committee and recommendation to Full Council for adoption.

In response to queries from members, officers confirmed that: anyone going through a performance management process would need to go through each stage and cannot jump stages; anything considered misconduct would be dealt with by the disciplinary process; dismissal is a potential outcome at the end of the performance management process; internal promotion and performance and capability management will be addressed using the policy proposed, and; redeployment could be an option for certain roles, if required, which officers confirmed would be subject to availability/a vacant post and the relevant skillset of the employee.

PE04.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE04.2 It was **PROPOSED** to **RECOMMEND** that Full Council adopts the Performance Management Policy subject to amendment to 14.3.3 to include one of the possible outcomes of this hearing may be dismissal; the **MOTION** was **CARRIED**.

PE04.3 It was **PROPOSED** to **RECOMMEND** that Full Council adopts the draft Capability Policy subject to the amendment as agreed; the **MOTION** was **CARRIED**.

PE05/05/26 Review of a Draft Equality, Diversity & Inclusion Policy

The Committee considered report 06/26 presenting the draft Equality, Diversity & inclusion Policy for consideration by Committee and recommendation to Full Council for adoption.

In response to queries from members, recruitment and internal promotion processes were discussed

PE05.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE05.2 It was **PROPOSED** to **RECOMEND** that this policy was brought back to the Personnel Committee Meeting in September 2026; the **MOTION** was **CARRIED**.

PE06/05/26 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 during the discussion on the next item of business for the reasons as set out on the agenda.

PE07/05/26 General Human Resources Update – May 2026 EXEMPT

The Committee considered exempt report 04/26 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 8.36pm.

Councillor S Markwell

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Chair of Personnel