



Seaford Town Council

Minutes

Personnel Committee Meeting

Thursday 17 September 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, and R Honeyman

Darryl Keech, Deputy Town Clerk & Responsible Financial Officer

Irene Larbi, HR & OD Manager

There were no members of the public attendance

PE08/09/26 Apologies for Absence

Apologies for absence were received from Councillor Wallraven

The reasons for absence were approved as follows: Councillor Wallraven (unwell).

PE09/09/26 Disclosure of Interests

There were no disclosures of interests.

(7.06PM – Councillor S Adeniji joined the meeting)

PE10/09/26 Review of the Menopause Policy

The Committee considered report 78/26 presenting the reviewed and updated Menopause Policy for adoption

PE10.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE10.2 It was **RESOLVED** to **ADOPT** the changes to the Menopause Policy.

PE11/09/26 Second Review of a Draft Equality, Diversity & Inclusion Policy

The Committee considered report 79/26 the draft Equality, Diversity and Inclusion Policy for consideration by Committee and recommendation to Full Council for adoption.

In response to queries from members, officers confirmed that the changes clarified the process for internal role and responsibility changes.

PE11.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE11.2 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the draft Equality, Diversity and Inclusion Policy.

PE12/09/26 Introduction of a Pay, Rewards & Benefits Policy

The Committee considered report 80/26 presenting the draft Pay, Rewards and Benefits Policy for consideration and recommendation to Full Council for adoption.

In response to queries from members, officers confirmed: the process for new starters and the sharing of important employment information including via the Staff Handbook; that additional staff benefits will be further investigated, and; that the Introduction to Local Council Administration (ILCA) and Certificate in Local Council Administration (CILCA) sector-specific qualifications are available to staff.

PE12.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE12.2 It was **RESOLVED** to **RECOMEND** that Full Council adopts the draft Pay, Rewards and Benefits Policy.

PE13/09/26 Policy Update – Employment Legislation Changes

The Committee considered report 81/26 presenting updated HR policies reflective of changes to employment legislation.

In response to queries from members, officers confirmed the process undertaken to ensure conflicts between policy documents are avoided and policies correctly linked, with confirmation that the Whistleblowing Policy would be referenced within the revised Complaints Policy

PE13.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE13.2 It was **RESOLVED** to **ADOPT** the updated Sexual Harassment Policy and Whistleblowing Policy, as a result of employment legislation changes detailed and changes made in the meeting.

PE14/09/26 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.

PE15/09/26 General Human Resources Update – September 2026 EXEMPT

The Committee considered exempt report 82/26 providing the Committee with an update on HR matters within the Town Council. Members passed on their thanks to the officer in section 4B of the report.

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

PE16/09/26 Review of On-Call Officer Trial and Consideration of Future Arrangements EXEMPT

The Committee considered exempt report 94/26 presenting the results of the on-call officer trial and officer recommendations on next steps.

PE16.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE16.2 It was **RESOLVED** to **NOTE** that the six-month trial of the on-call arrangements will cease at the end of October 2026.

PE16.3 It was **RESOLVED** to **RECOMMEND** that Full Council approves the proposed new out of hours provision.

PE16.4 It was **RESOLVED** to **RECOMMEND** that Full Council approves that the Scheme of Delegation to Officers Policy be updated to reflect that officers delivering the out of hours provision are delegated power to spend up to £500 plus VAT to make an area or asset safe, only for use when responding to an out of hours situation.

(The HR & OD Manager left the meeting)

PE17/09/26 Consideration of an External Job Evaluation Process EXEMPT

The Committee considered exempt report 84/26 84/26 presenting the external job evaluation outcome for review and to consider the recommendations within.

PE17.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE17.2 It was **RESOLVED** to **ACCEPT** the recommendations detailed in section 2.5 of exempt report 84/26 in accordance with the external consultant's report and **RECOMMEND** that Full Council approves these.

PE17.3 It was **RESOLVED** to **RECOMMEND** that Full Council approves the updated Town Clerk Job Description and Person Specification, as suggested within the external consultant's report, subject to the Deputy Town Clerk cross-referencing this with the current versions of the documents ahead of presentation to Full Council.

(8.44pm to 8.58pm – a short break was held in the meeting proceedings)

PE17.4 It was **PROPOSED**, in reference to Section 2.7 of exempt report 84/26, to **INSRUCT** officers to complete the action stated as discussed within the meeting

The meeting closed at 9.09pm.

Councillor S Markwell

Chair of Personnel