



## Seaford Town Council

### To the Members of the Personnel Committee

A meeting of the **Personnel Committee** will be held at **37 Church Street, Seaford** on **Wednesday 13<sup>th</sup> December 2017** at **6.00pm** which you are summoned to attend.

James Corrigan  
Town Clerk  
8<sup>th</sup> December 2017

### AGENDA

**1. Apologies for Absence**

**2. Disclosure of Interests**

To deal with any disclosure by Members of any discloseable 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. Future Committee Meeting Date**

To consider report 89/17 providing the date for a meeting of the Personnel Committee and an indication of items due to be on the agenda (pages 2 to 3).

**4. Exclusion of the Press and Public**

The Chairman 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 on the agenda as the item concerns confidential personnel details.

**5. Council Employee Hours & Time Off In Lieu**

To consider exempt report 90/17 regarding hours worked by Council employees and levels of time off in lieu (exempt pages 4 to 10).

**For further information about items appearing on this Agenda please contact:**

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**Circulation:** Councillors S Adeniji, P Boorman, L Freeman, R Honeyman, A Latham and P Lower.

**For Information:** Councillors D Argent, M Brown, D Burchett, B Burfield, J Elton, N Freeman, T Goodman, R Hayder, O Honeyman, P Lower, A McLean, L Wallraven, M Wearmouth, B Webb and C White.



**Agenda Item No:** 3  
**Committee:** Personnel  
**Date:** 13<sup>th</sup> December 2017  
**Title:** Future Committee Meeting Date  
**By:** Georgia Raeburn, Executive Support Officer  
**Purpose of Report:** To schedule a further Personnel Committee meeting date in March 2018.

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### **Recommendations**

#### **You are recommended:**

- 1. To recommend Full Council agrees to schedule a Personnel Committee meeting for Wednesday 14<sup>th</sup> March 2018.**
  - 2. To note the items for inclusion on the agenda for said Committee meeting.**
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### **1. Information**

- 1.1** There are a few items of business that are due to be reported to the Personnel Committee in spring 2018. It was felt that it would be best to combine these all in one meeting, as all items are related in some way or have an impact on one another.
- 1.2** The items of business to be included on the agenda are:
  - a. Review of the Staff Structure Review: the changes implemented from 1<sup>st</sup> October 2017 to the staffing structure and job roles are to be reviewed after six months; this was a stipulation by the Council at its meeting on 31<sup>st</sup> August 2017.
  - b. Annual Appraisal Scheme 2017: as per the Appraisal Policy, the Committee will receive an update on the 2017 appraisal scheme, including training needs identified and any issues that have arisen as a result of the appraisals and subsequent actions taken/planned.
  - c. Annual Pay Increases: the Committee will need to consider annual pay increases for Council employees, where applicable, subject to satisfactory appraisals and other factors that will be set out on the agenda.
  - d. Independent HR Review: as per the Council resolution on 19<sup>th</sup> October 2017, a report will be brought to the Committee regarding options for a review of staff morale and motivations.
- 1.3** It is recommended that a date of Wednesday 14<sup>th</sup> March 2018 be set for the Committee meeting.
- 1.4** The Council can then approve the minutes of the meeting and recommendations within at its meeting on 29<sup>th</sup> March 2018. This ties in with updating staff on annual pay increases which, if given, will take effect from 1<sup>st</sup> April 2018.


**2. Financial Appraisal**

There are no direct financial implications as a result of this report at this time.

**3. Contact Officer**


The Contact Officer for this report is Georgia Raeburn, Executive Support Officer.

Executive Support Officer



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Town Clerk



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