



## Seaford Town Council

### To the Members of the Personnel Committee

A meeting of the of the **Personnel Committee** will be held at **37 Church Street, Seaford** on **Wednesday 14<sup>th</sup> March 2018** at **7.00pm** which you are summoned to attend.

James Corrigan  
Town Clerk  
8<sup>th</sup> March 2018

### 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. 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 for the remainder of the meeting, as the following six items on the agenda concern confidential personnel details.

**4. 2017 Annual Appraisals**

To consider exempt report 138/17 providing an update on the 2017 Annual Appraisal scheme (confidential pages 3 to 8).

**5. Pay Grading & Awards**

To consider exempt report 132/17 regarding employee's pay grades and annual pay increases (confidential pages 9 to 13 & A3 Appendix A).

**6. Holiday Leave**

To consider exempt report 140/17 informing the Committee of holiday leave arrangements and seeking approval for payment in lieu of unused holiday leave (confidential pages 14 to 15).

**7. Review of 2017 Staffing Review & Job Evaluation**

To consider exempt report 144/17 presenting a review of the 2017 Staffing Review & Job Evaluation (confidential pages 16 to 23 & A3 Appendix C).

**8. Employee Engagement Review**

To consider exempt report 139/17 providing an update on the options regarding a staff morale and motivations review (confidential pages 24 to 25).

**9. Time Off In Lieu Hours**

To consider exempt report 149/17 updating the Committee on discussions regarding employee's time off in lieu hours (confidential pages 26 to 29).

**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, L Wallraven, M Wearmouth, B Webb and C White.