



Seaford Town Council

MINUTES of a **Meeting** of the **Personnel Committee** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 28th February 2019** at **6.30pm**.

Present:

Councillor S Adeniji (Chair), L Freeman (Vice-Chair), O Honeyman, R Honeyman, A Latham and P Lower.

James Corrigan, Town Clerk – Seaford Town Council

Isabelle Mouland, Executive Support Officer (Maternity Cover) – Seaford Town Council

No members of the public were present.

PE13/02/18 Apologies for Absence

There were no apologies for absence.

PE14/02/18 Disclosure of Interests

No declarations were made of disclosable pecuniary interests or 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.

PE15/02/18 Exclusion of the Press and Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the remainder of the meeting as the items concerned contain confidential personnel and employment details.

PE16/02/18 General Personnel Update

The Committee discussed the contents of exempt report 170/18 presenting a general update on HR matters within the Council, asking questions on various aspects of the update report.

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

PE16.2 It was **RESOLVED** to **APPROVE** for the Head Greenkeeper to accept an opportunity to become a member of Plumpton College's bank staff for lecturing and assessing both sports turf and machinery. Officers were instructed to write to the Head Greenkeeper confirming the approval and to note the expectation that the role with the Council is the primary role and should not be negatively impacted by any secondary employment.

PE16.3 It was **RESOLVED** to **RECOMMEND** that Full Council adopt the revised Staff Handbook and include an additional clause about any secondary employment.

PE16.4 It was **RESOLVED** to **AGREE** that a future meeting of the Personnel Committee to take place on Thursday 28th March at 6.30pm (before the scheduled Full Council meeting).

PE17/0218 2018 Appraisal Scheme

The Committee discussed the contents of exempt report 171/18 providing an update on the 2018 appraisals of The View staff.

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

The meeting closed at 7.08pm

Councillor Sam Adeniji
Chair of Personnel