



## 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 **Thursday 31<sup>st</sup> May 2018** at **7.00pm** which you are summoned to attend.

James Corrigan  
Town Clerk  
25<sup>th</sup> May 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 five items on the agenda concern confidential personnel and employment details.

**4. General Personnel Update**

To consider exempt report 22/18 presenting a general update on HR matters within the Council (exempt pages 3 to 7).

**5. Additional Hours Policy**

To consider exempt report 23/18 presenting a draft Additional Hours Policy for adoption, which if adopted would supersede the current Time Off In Lieu Policy (exempt pages 8 to 16).

**6. 2018 Pay Increase Update; Final Figures**

To consider exempt report 24/18 presenting the final figures for the 2018 pay increases (exempt pages 17 to 19).

**7. Employee's Terms & Conditions of Employment; Other Employment & Qualifications**

To consider exempt report 25/18 regarding an employees terms and conditions of employment; namely an update on other employment and qualification progress (exempt pages 20 to 22).

**8. Responsible Financial Officer Position**

To consider exempt report 27/18 regarding the position of Responsible Financial Officer (exempt pages 23 to 36).

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

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

**For Information:** All other Councillors not on Committee (not including exempt reports).