



Seaford Town Council

MINUTES of a **Meeting** of the **Personnel Committee** held at the Council Chambers, 37 Church Street, Seaford on **Tuesday 20th December 2016** at **6.00pm**.

Present:

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

James Corrigan, Town Clerk – Seaford Town Council

Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)

No members of the public were present.

PE01/12/16 Apologies for Absence

No apologies for absence were received, all were present.

PE02/12/16 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.

PE03/12/16 Staff Handbook

The Committee consider report 88/16 presenting the draft Staff Handbook. Considerable discussion took place on the contents of the handbook and a number of additions were suggested.

It was **RESOLVED** to **NOTE** the contents of the report and **AGREE** the draft Staff Handbook as amended.

PE04/12/16 Personnel Committee Meeting Date

The Committee consider report 101/16 regarding setting a future date for a Personnel Committee meeting.

It was **RESOLVED** to **AGREE** to arrange a meeting of the Personnel Committee at 7pm on Thursday 9th March 2017.

PE05/12/16 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 all concern confidential personnel matters.

PE06/12/16 Annual Appraisals

The Committee consider exempt report 84/16 providing an update on the Annual Appraisal process and outcomes. It was noted that these are coterminous with the Council's strategic objectives and that all staff are now appraised fully with follow up meetings as appropriate. The Committee expressed concern at the excessive hours worked by the Town Clerk and asked that efforts be made to reduce these. However it was noted that a major contributor to the additional hours was the support given to The View, which is likely to continue for some time.

PE06.1 It was **RESOLVED** to **NOTE** the update on the 2016 Annual Appraisal process.

PE06.2 It was **RESOLVED** to **NOTE** that a separate report will be brought to the Committee on 9th March 2017 regarding incremental rises for members of staff from 1st April 2017.

The meeting closed at 8.38pm.

Councillor Sam Adeniji
Chairman

