



Seaford Town Council

MINUTES of a Meeting of the Personnel Committee held at the Council Chambers, 37 Church Street, Seaford on Thursday 31st May 2018 at 7.00pm.

Present:

Councillor S Adeniji (Chair), L Freeman (Vice-Chair), O Honeyman, R Honeyman and P Lower.
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, Executive Support Officer – Seaford Town Council
No members of the public were present.

PE01/05/18 Apologies for Absence

Apologies for absence were received from Councillor A Latham.

PE02/05/18 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.

PE03/05/18 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 confidential personnel and employment details.

PE04/05/18 General Personnel Update

The Committee discussed the contents of exempt report 22/18 presenting a general update on HR matters within the Council, asking questions on various aspects of the update report.

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

PE05/05/18 Additional Hours Policy

The Committee discussed the contents of exempt report 23/18 presenting a draft Additional Hours Policy intended to supersede the Council's Time Off In Lieu Policy, asking various questions and seeking clarity on the draft policy.

PE05.1 It was **RESOLVED** to **RECOMMEND** that Full Council adopt the Additional Hours Policy as presented, to supersede the current Time Off In Lieu Policy, with the two amendments as discussed at the meeting.

PE05.2 It was **RESOLVED** to **RECOMMEND** that Full Council agrees to offer payment in lieu of the TOIL balances of the three employees in exempt report 23/18, prior to the new Additional Hours Policy being adopted.

PE06/05/18 2018 Pay Increase Update; Final Figures

The Committee discussed the contents of exempt report 24/18 presenting the final figures for the 2018 pay increases; it was noted that the 2019 figures have now been received and will be factored in to the 2019/20 budget setting process.

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

PE07/05/18 Employee's Terms & Conditions of Employment; Other Employment & Qualifications

The Committee discussed the contents of exempt report 25/18 regarding an employee's terms and conditions of employment; namely an update on other employment and qualification progress. The Committee discussed the Council's priorities with the Clerk's other employment and studies being undertaken.

- PE07.1** It was **RESOLVED** to **NOTE** the declaration of other employment by the Town Clerk.
- PE07.2** It was **RESOLVED** to **APPROVE** retrospective consent for the other employment of the Town Clerk from October 2017, as per the wording in exempt report 25/18 with the minor change agreed.
- PE07.3** It was **RESOLVED** to **AGREE** an extension to the Town Clerk obtaining his Certificate in Local Council Administration to 1st December 2018 and for this to be followed up by the Personnel Committee.

PE08/05/18 **Responsible Financial Officer Position**

The Committee discussed the contents of exempt report 27/18 providing the Committee with options regarding the position of Responsible Financial Officer and the finance team. The Committee discussed the proposal in depth and agreed that it was a discussion for Full Council to have.

It was **RESOLVED** to **NOTE** that the Committee accepts the need for a Deputy Town Clerk/Responsible Financial Officer on a full-time basis and **RECOMMENDED** that full details of this be discussed and determined at the Council meeting on 21st June 2018.

The meeting closed at 8.30pm.



Councillor Sam Adeniji
Chair of Personnel