



Seaford Town Council

MINUTES of a **Meeting** of the **Personnel Committee** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 25th October 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
Colin Andrews, Deputy Clerk and RFO – Seaford Town Council
Isabelle Mouland, Executive Support Officer (Maternity Cover) – Seaford Town Council
No members of the public were present.

PE09/10/18 Apologies for Absence

Apologies for absence were received from Councillor A Latham.

PE09/10/18 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.

PE10/10/18 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.

PE11/10/18 General Personnel Update

The Committee discussed the contents of exempt report 118/18 presenting a general update on HR matters within the Council, asking questions on various aspects of the update report.

PE11.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE11.2 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Display Screen Equipment Users Policy.

PE11.3 It was **RESOLVED** to **AGREE** a future Personnel Committee meeting for 28th February 2019.

PE12/10/18 2018 Appraisal Scheme

The Committee discussed the contents of exempt report 119/18 providing an update on the 2018 appraisal scheme.

It was **RESOLVED** to **NOTE** the contents of the report and it was **RESOLVED** that the Chair of Personnel writes to The View General Manager regarding the incomplete appraisals on behalf of the Committee.

The meeting closed at 7.37pm

Councillor Sam Adeniji
Chair of Personnel