



Seaford Town Council

To the Members of the Personnel Committee

A meeting of the **Personnel Committee** will be held at **37 Church Street, Seaford** on **Tuesday 12th November 2019** at **7.00pm** which you are summoned to attend.

James Corrigan
Town Clerk
6th November 2019

AGENDA

1. Apologies for Absence

2. Disclosure of Interests

To deal with any disclosure by Members of any disclosable 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 three items on the agenda concern confidential personnel and employment details.

4. General Personnel Update

To consider exempt report 95/19 presenting a general update on HR matters within the Council (exempt pages 2 to 6).

5. Staff Structure Review

To consider exempt report 90/19 presenting an update on recent staffing changes and proposed changes to the staff structure (exempt pages 7 to 26).

6. 2019 Appraisal Process Update

To consider exempt report 94/19 providing an update on the 2019 annual appraisal process (exempt pages 27 to 37).

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

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Circulation: Councillors J Cash, J Edson, R Honeyman (Chairman), O Honeyman, A Latham (Vice Chair) and R Morland.

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