



## **Seaford Town Council Personnel Committee Agenda – Wednesday, 27<sup>th</sup> November 2024**

### **To the Members of the Full Council**

Councillors O Honeyman (Chair), O Matthews (Vice Chair), R Honeyman, J Meek and L Wallraven.

A meeting of the **Personnel Committee** will be held in the Council Chambers, 37 Church Street, Seaford, BN25 1HG on **Wednesday, 27<sup>th</sup> November 2024** at 7.00pm, which you are summoned to attend.

A handwritten signature in black ink, appearing to be 'SQ'.

Steve Quayle,  
Interim Town Clerk  
15<sup>th</sup> November 2024

### **PLEASE NOTE:**

- **Public attendance at this meeting will be limited to 28 people although please note that in accordance with the Town Council's Public Participation Policy, there will be no agenda item for public participation.**
- **See the end of the agenda for further details of public access.**

## **AGENDA**

### **1. Apologies for Absence**

To consider 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 Press & Public**

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next items of business for the reasons as set out below.

*The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below. Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.*

### **4. General HR Update – November 2024 EXEMPT**

To consider exempt report 113/24 providing the Committee with an update on HR matters within the Town Council (exempt pages 5 to 9).

*Reason for exemption: to provide confidential updates surrounding the Human Resources functions of the Town Council.*

*Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.*

### **5. Additional Hours Request - EXEMPT**

To consider exempt report 114/24 seeking the Committee's consideration of a request for payment of additional hours worked (exempt pages 10 to 17).

*Reason for exemption: to provide confidential updates surrounding the Human Resources functions of the Town Council.*

*Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.*

## AGENDA NOTES

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

Steve Quayle, Interim Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk)

Telephone: 01323 894 870

### **Circulation:**

All Town Councillors and registered email recipients.

### **Public Access:**

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited. The Town Council therefore asks that you contact

[meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk) or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

### **Public Access to the Venue:**

If you are attending the meeting in person, please arrive from 6.45pm ready for a 7pm meeting start.

### **Public Participation:**

There will be no public participation at this meeting.

### **Public Comments**

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all councillors.

Comments can be submitted by email to [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk) or by post to the Town Council offices.

### **Health & Safety Measures:**

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by upholding the

requirement that you should not attend the meeting if you are displaying any Covid-19 symptoms (or have tested positive) as identified on the [NHS website](#) or symptoms of any similarly contagious illness