



PERSONNEL COMMITTEE

Minutes of a Meeting of the Personnel Committee
held in the Town Council Offices, 18 Fort Road, Newhaven,
on **Wednesday January 29th, 2020 at 9.00am**

PRESENT: Councillors Marlene Amy (Chair)
Paul Boswell
Angela Simmons

ALSO ATTENDING: Ken Dry Clerk to the Council

The meeting did not start until 09:30HRS due to a delay in committee members arriving.

PE26/20 APOLOGIES FOR ABSENCE

Received from Cllr. Diane Hall.

PE27/20 DECLARATIONS OF INTEREST

There were none.

PE28/20 TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON WEDNESDAY DECEMBER 4TH 2019 ARE AN ACCURATE RECORD OF THE MEETING

The Minutes of the Meeting held on Wednesday December 4th 2019 were considered.

RESOLVED:

That these Minutes be signed by the Chairman as a true record of the proceedings.

PE29/20 EXCLUSION OF PRESS AND PUBLIC – TO RESOLVE THAT THE PRESS AND PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING IN ACCORDANCE WITH THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT, 1960, IN VIEW OF THE CONFIDENTIAL NATURE OF THE PERSONNEL MATTERS TO BE DISCUSSED.

RESOLVED: That public and press be excluded from the remainder of the meeting.

PE30/20 REVIEW OF THE ROLE OF CARETAKER/AMENITIES OFFICER – REPORT OF THE CLERK.

The Clerk gave a precis of his report to the committee drawing their attention to the relevant appendices containing track changes.

The committee discussed the report content and the draft documents with tracked changes listed in its appendices.

RESOLVED:

That the committee agrees that it

- Adopts the revised Job Description and attendant Person Specification accordingly and enters into the revised Contract of Employment with the current postholder, w.e.f. April 1st 2020.
- Authorises the Clerk to implement the new salary (LC1 scp 12-17) commensurate with the aforementioned documents w.e.f. April 1st 2020, subsequently incorporating any national pay award when announced.

PE31/20 VARIATION IN WORKING HOURS FOR THE POST OF HEAD OF STRATEGIC DEVELOPMENT – REPORT OF THE CLERK.

The Clerk gave a precis of his report to the committee after which they discussed its content and the wider implications for the council going forward.

RESOLVED:

- That the committee agrees with the proposal at hand and requests the Clerk to write to the postholder concerning these variations and the council's expectation of flexibility in all parties being effective from Monday 3rd February 2020.
- That the Clerk adjusts the postholders future salary payments to reflect the reduction in hours and make a retrospective adjustment to recoup any overpayment of salary for the month of January 2020.

There being no further business, the Meeting closed at 09:45HRS.

Date:
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Chairman