



Town Council Offices,
18 Fort Road,
Newhaven.
East Sussex.
BN9 9QE.

Tel 01273 516100

Email admin@newhaventowncouncil.gov.uk

3rd May 2024

Online link for Members of the Public:- https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTQxNjM3OGQqOGY2Yi00ZWU4LWJjZjAtMWRIOWRiNWZiOWIz%40thread.v2/0?context=%7b%22Tid%22%3a%221afd6a06-a9ac-45a1-9a6f-82629bb752bb%22%2c%22Oid%22%3a%2257bc2912-6006-4595-a67c-a898670f9763%22%7d

PERSONNEL COMMITTEE

You are hereby summoned to attend a Meeting of the Personnel Committee to be held at Newhaven Town Council Offices, 18 Fort Road, Newhaven on **Friday May 10th 2024** at **9:30am**.

Councillors: Lindsey Macleod (Chair)
Steve Saunders (Vice Chair)
Kim Bishop
Corina Watts
Madeleine Cook
Linda Thomas
Shaun Boniface

Ken Dry
Town Clerk



AGENDA

1. Apologies for absence
2. Declarations of Interest - disclosure by Councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.
3. To consider whether the Minutes of the Meeting of the Personnel Committee held on Monday 4th December 2023 are an accurate record of the meeting.
4. Petitions/Public Questions.
5. Flexible Working Policy – To adopt a Flexible Working Policy incorporating guidance received under HR Legal Advice.
6. 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 (Admission to Meetings) Act, 1960, in view of the confidential nature of the personnel matters to be discussed.
7. **CONFIDENTIAL** – Role Re-evaluation and New Post Creation - Report by the Town Clerk

PLEASE NOTE:

All members of the public are welcome to attend on-line and physical Meetings of the Town Council and its Committees.

Item 4 - a period of 15 minutes will be set aside for the receipt of petitions (minimum 10 signatures) and public questions relating to the published non-confidential business of the Meeting. Should you wish to present a petition or a specific question to the meeting, please submit this to admin@newhaventowncouncil.gov.uk at least three days before the meeting

It may be necessary to consider particular items in confidential session. Where this arises, these items will be considered at the end of the Agenda.