



# PERSONNEL COMMITTEE

Minutes of a Meeting of the Personnel Committee  
held at The Council Offices, 18 Fort Road, Newhaven  
on Monday 10<sup>th</sup> May at 09:30am

**PRESENT:** Councillor's Lindsey Macleod (Chair)  
Steve Saunders (Vice Chair)  
Kim Bishop  
Shaun Boniface  
Linda Thomas

**ALSO ATTENDING:** Ken Dry Town Clerk

**PE10/24 APOLOGIES FOR ABSENCE**

Cllrs. Watts, and Cook.

**PE11/24 DECLARATIONS OF INTEREST**

There were none.

**PE12/24 TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON FRIDAY 4<sup>th</sup> DECEMBER 2023 ARE AN ACCURATE RECORD OF THE MEETING**

**RESOLVED:**

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

**PE13/24 PETITIONS/PUBLIC QUESTIONS**

There were none.

**PE14/24 FLEXIBLE WORKING POLICY – TO ADOPT A FLEXIBLE WORKING POLICY INCORPORATING GUIDANCE RECEIVED UNDER HR LEGAL ADVICE.**

The Town Clerk summarised his report. Following additional discussion, it was,

**RESOLVED**

That the Flexible Working Policy including HR Legal advice be adopted and that the Chair discuss this with council officers.

**PE15/24 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.**

**RESOLVED.**

**PE16/24 CONFIDENTIAL – ROLE RE-EVALUATION AND NEW POST CREATION - REPORT BY THE TOWN CLERK.**

The Chair summarised the matters outlined in the Town Clerks report.

Following discussion, it was

**RESOLVED** unanimously that,

The following recommendations be made to the next scheduled meeting of Full Council;

- i) The salary band of the Deputy Town Clerk role remains unchanged.
- ii) The salary band of the Responsible Finance Officer role is changed to encompass [REDACTED] and that the current postholder starts with immediate effect on [REDACTED] to be backdated 12 months from the date of the evaluation report.
- iii) The salary band of the Admin & Finance Officer role is changed to encompass [REDACTED] and that the current postholder starts with immediate effect on [REDACTED] to be backdated 12 months from the date of the evaluation report.
- iv) The salary band of the Events & Communications Officer role is changed to encompass [REDACTED] and that the current postholder starts with immediate effect on [REDACTED] to be backdated 12 months from the date of the evaluation report.
- v) The salary band of the Caretaker & Amenities Officer role remains unchanged.
- vi) The salary band evaluation of the potential new role of Assistant Caretaker & Amenities Officer is accepted as SCP 7-12 (£24294 – 26421) and that recruitment to this role begins without further delay.

There being no further business, the Meeting closed at 10:07am.

**Date:** .....

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**Chairman**