



PERSONNEL COMMITTEE

Minutes of a Meeting of the Personnel Committee
held at Meeching Hall, 2 Fort Road, Newhaven
on **Tuesday 10th December 2024 at 8:47pm**

PRESENT:

Councillor's Lindsey Macleod (Chair)
Steve Saunders (Vice Chair)
Kim Bishop
Shaun Boniface
Linda Thomas
Corina Watts
Julie Carr

ALSO ATTENDING:

Ken Dry Town Clerk
Stephen Honey Executive Officer

PE17/24 The Chair informed those present that this meeting will be recorded and then made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

PE18/24 **APOLOGIES FOR ABSENCE**

None.

PE19/24 **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.**

There were none.

PE20/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 10TH MAY 2024 ARE AN ACCURATE RECORD OF THE MEETING**

RESOLVED:

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

PE21/24 **PETITIONS/PUBLIC QUESTIONS**

There were none.

PE22/24 **TO CONSIDER AND ADOPT A RANGE OF REVIEWED PERSONNEL POLICIES – REPORT BY THE EXECUTIVE OFFICER.**

The Executive Officer (EO) summarised his report regarding the review, development and reformatting of the following NTC Policy documents;

- Adoption Leave Policy
- Anti-Harassment & Bullying Policy and Procedure *
- Disciplinary Procedure
- Disciplinary Procedure for the Town Clerk
- Equality & Diversity Policy
- Flexible Working Policy
- Grievance Policy & Procedure
- Local Government Pensions Scheme Discretions Policy
- Lone Working Policy *
- Maternity Policy
- Paternity & Parental Leave Policy
- Personal Relationships at Work Policy *
- Recruitment of Ex-Offenders Policy
- Safeguarding Policy
- Sickness Absence Policy *
- Staff Appraisal Policy
- Staff Handbook
- Training & Development Policy
- Whistleblowing Policy

'*' *Reformatting only.*

Following discussion, the unanimous consensus of the meeting was to

RESOLVE that these documents be recommended for ratification and adoption by Full Council.

PE23/24 **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.

PE24/24 **CONFIDENTIAL – STAFF SALARIES 2025-26 – REPORT BY THE TOWN CLERK**

The Town Clerk summarized his report.

20:55Hrs Cllr Thomas joins the meeting.

Following discussion, it was

RESOLVED unanimously,

That the committee notes the salaries payable to council staff from 1st April 2025 and authorises implementation of any future national pay agreement if and when announced by the National Joint Council for Local Government Services for the FY 2025/26.

There being no further business, the Meeting closed at 20:59Hrs.

Date:

DRAFT