



PERSONNEL COMMITTEE

Minutes of a Meeting of the Personnel Committee
held at Newhaven Town Council Offices, 18, Fort Road, Newhaven on **Tuesday 9th December 2025** at **7:20pm.**

PRESENT: Councillors Shaun Boniface (Vice Chair)
Steve Saunders
Corina Watts
Julie Carr

ALSO ATTENDING: Stephen Honey, Executive Officer

PE10/25 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.

PE11/25 **APOLOGIES FOR ABSENCE.**

Cllr. Macleod
Cllr. Pettitt

PE12/25 **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.**

None declared.

PE13/25 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 27th MAY 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED: That these minutes be signed by the Chair as a true record of the proceedings.

PE14/25 **PETITIONS/PUBLIC QUESTIONS.**

None.

PE15/25 TO CONSIDER A STAFF TIME KEEPING/FLEXI SOFTWARE SUITE

The Executive Officer summarised his report and following discussion, it was

RESOLVED unanimously,

To accept the Executive Officers recommendation that the Council start to use:

- The Jibble timekeeping software from 2nd January 2026 for all Officers.
- The Peoplesafe software from 1st April 2026 (after cancellation of existing Orbis contract) with the addition of the eSim add-on for the Amenities team.

PE16/25 NEW ROLE OF 'RANGER' – DISCUSSION ITEM

Following discussion, it was agreed that:

- Officers may need to look at a higher salary than anticipated to ensure the Council employed an experienced person in the position.
- Officers should investigate the possibility of engaging with adjacent towns to discuss the possibility of a "shared" ranger to start.
- Officers should investigate the possibility of a Full-Time ranger once there is enough work and the possibility of an apprentice

PE17/25 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

PE18/25 CONFIDENTIAL – TO CONSIDER AND NOTE STAFF SALARY IMPLICATIONS FOR THE FINANCIAL YEAR 2026-27

Noted

Following discussion, the committee would like to be able to have sight of any KPI's and appraisals in the future.

There being no further business, the Meeting was closed at 19:50 HRS.

Date:

Chair.....