

# HAILSHAM TOWN COUNCIL

## STAFF ADMINISTRATIVE PANEL

### AGENDA

**NOTICE is hereby given of a meeting of the Staff Administrative Panel**, to be held in the Council Chamber/Meeting Room at the Hailsham Town Council Offices, Inglenook, Market Square, Hailsham, on

**Monday 15<sup>th</sup> April 2013 at 7.30 p.m.**

1. **Apologies for Absence**  
To receive apologies for absence of appointed members.
2. **Declarations of Interest**  
To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.
3. **Minutes of previous Meeting**
  - A) To note that the Minutes and Reports of the Meeting of the Staff Administrative Panel (Ref: SAP/12/8/31-39) held on 7<sup>th</sup> January 2013 and confirmed as being a correct record and adopted by the Town Council at a meeting held on 23<sup>rd</sup> January 2013.
  - B) To consider any matters arising
4. **Confidential Business**  
To resolve that due to the special and confidential nature of the business about to be transacted, and possible disclosure of personal or legal information not in the public interest at the present time, the following items of business be transacted following the temporary exclusion of members of the Public and Press, in accordance with the Council's Standing Orders No. 57 and 58. The reason for exclusion is: (a) engagement terms of service.
5. **Environment and Leisure Officer**  
To note and consider the post of Environment and Leisure Officer within Hailsham Town Council, including recommendation for an update to the job description and salary banding

for the role.

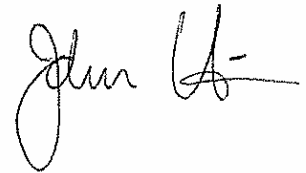
6. **Business Enterprise Assistant**

To consider a request regarding the appointment to the position of Business Enterprise Assistant.

7. **Town Clerk's Annual Staff Report**

To note the Town Clerk's Annual Report on staffing issues within Hailsham Town Council.

Dated this 9<sup>th</sup> day of April 2013



JOHN HARRISON  
Town Clerk

**Committee Membership:**

Councillor W. Bentley  
Councillor Mrs S.J. Bentley  
Councillor R. T. Grocock  
Councillor J. Blake  
Councillor G.G. Rowe



# HAILSHAM TOWN COUNCIL

## STAFF ADMINISTRATIVE PANEL – MINUTES DRAFT

Report of the Staff Administrative Panel Meeting held in the Fleur-De-Lys Meeting Room/Council Chamber at the Hailsham Town Council Offices, Market Street, Hailsham on Monday, 15th April 2013 at 7.30 p.m.

- SAP12/11 **Present**  
/40 Councillors Bill Bentley, Mrs Jo Bentley, Richard Grocock and Geoff Rowe
- 41 **Officers in Attendance**  
Mr J. Harrison (Town Clerk)
- 42 **Apologies for Absence**  
Councillor John Blake
- 43 **Declarations of Interest**  
Councillors Bill Bentley declared an interest in agenda item 7. (Town Clerk's Annual Staff Report) since it makes reference to a member of the East Sussex County Council Cabinet of which he himself is a member.
- 44 **Minutes of previous Meeting**
- 44.1 **RESOLVED** to note that The Minutes and Reports of the Meeting of the Staff Administrative Panel (Ref: SAP12/8/31-39) held on 7<sup>th</sup> January 2013 and adopted by the Town Council at a meeting on 23<sup>rd</sup> January 2013 were a correct record.
- 44.2 Matters arising
- Re Minute Ref SAP 38.3. It was noted that a report had not been presented to the panel regarding the issue of BACS payment and the legal restrictions regarding the councils banking practices.
- RESOLVED** that after further investigation into the restrictions and potential to develop the council's banking practices a report was to be presented at a meeting of the full Town Council.
- 45 **Confidential Business**  
**RESOLVED** that due to the special and confidential nature of the business about to be transacted, and possible disclosure of personal or legal

information not in the public interest at the present time, the following items of business be transacted following the temporary exclusion of members of the Public and Press, in accordance with the Council's Standing Orders No. 57 and 58. The reason for exclusion being: (a) engagement terms of service

**46**                    **Environment and Leisure Officer**

46.1                    The proposals regarding the post were discussed at length.

46.2                    **RESOLVED:** To recommend to change the job title as suggested, to adopt the amended job description, with an additional clause and minor amendments.

46.2                    **RESOLVED:** to recommend to re-grade the post .

46.3                    **RESOLVED:** to recommend to amend the grade of the current post-holder.

**47**                    **Business Enterprise Assistant**

47.1                    The proposals regarding the recruitment to the part-time post of Business Enterprise Assistant, and to recruit to the post of part-time Receptionist, were discussed at length.

47.2                    The panel noted that it had been previously agreed that the full-time "Support Officer" role would include a duty to provide the Hailsham Works project with administrative cover and act as 'link' between the Town Council and Tomorrow's People for the project.

47.3                    **RESOLVED** to recommend the recruitment to the part-time post of Business Enterprise Assistant on the basis as recommended.

The recommendation is made with the caveat that the post will include the duty of providing some support and liaison with the Hailsham Works project.

47.4                    **RESOLVED** to recommend the recruitment to the part-time Receptionist post on the basis as recommended.

47.5                    These resolutions constitute a variation to the resolution made at the meeting of the Staff Administration Panel on 7<sup>th</sup> January 2013 (Ref SAP12/8/36.3) to recruit to these posts as a single part-time post on a temporary basis..

**7.**                    **Town Clerk's Annual Staff Report**

7.1                    The Town Clerk presented the Annual Staffing Report to the panel highlighting the key issues that had affected and impacted on the council's staff team over the past year.

7.2                    The issues of regular meetings between the Town Clerk and the Mayor/Chairman was discussed.

- 7.3 The Outdoor Works schedule was discussed and agreed that is positive and successful, continually requiring regular circulation.
- 7.4 The issue of the Cemetery Toilets was discussed and it was agreed that the Clerk would look more closely into this and schedule into the Town Council works programme.
- 7.5 With regard to the cited of recruiting for the Youth Service – it was agreed that the Clerk and Youth Projects Co-ordinator would look into the feasibility of establishing a ‘bank’ of Youth Workers in collaboration with other organisations

There being no further business, the meeting closed at 8.50pm.

CHAIRMAN