



## **HAILSHAM TOWN COUNCIL** **STAFFING COMMITTEE**

### **MINUTES**

of the meeting of the Staffing Committee,  
held at the Fleur-De-Lys Council Chamber, Market Street, Hailsham, BN27 2AE  
On Thursday 17th March 2022 at 7.00 p.m.

SfC/20/7/  
30 **Public Forum** - None Presented

31 **Present:** Committee Members Cllrs N. Coltman, B. Holbrook (substitute), P. Holbrook, M. Laxton, R. Newark, K. Nicholls (Chair) and A-M Ricketts.

Cllrs C. Bryant and S. Keogh also attended

32 **Officers Present:** J. Harrison (Town Clerk)

33 **Apologies For Absence:** received and accepted from Cllrs G. Blake-Coggins and A. Clarke

34 **Declarations of Interest:** None made

35 **Minutes of the previous meeting**

**RESOLVED** to accept that the draft minutes of the Staff Committee held on 20<sup>th</sup> January 2022 are a fair and accurate record and that they are signed by the chair.

36 **Appraisal Paperwork and Process**

The Town Clerk had previously circulated three examples of other town council's appraisal paperwork and processes. The committee debated the merits of each and concurred with the Town Clerk that the Falmouth Town Council example best fit what would work for Hailsham. It was therefore agreed that this example, with the permission of the relevant Town council, would be adapted for use.

The committee noted that such an appraisal system was written into the council's strategic plan and was a standard process for a town council or larger organisation.

37 **Confidential Business**

**RESOLVED** that the next agenda three items are conducted under confidential business as they concerns: engagement, terms of service, or are otherwise confidential in accordance with the Council's Standing Orders No 1E.

38 **Maintenance Operative**

The committee had received a request for a condition under which the employee could receive an incremental pay rise could be waived.

**RESOLVED** that the incremental pay rise could be implemented with immediate effect when the condition had been met, but not before then.

39 **Post Office Hours and Pay**

The committee received a request to increase the pay of the post office for all members of staff, in line with the increase with the National Living Wage.

The committee was also informed of a plan to reduce overall costs in the branch.

**RESOLVED** to accept the suggested pay rise as in the report and the plan for reduction is overall costs.

The committee also noted that it would like the Town Clerk to set up a meeting with the Post Office Manager and regional manager to discuss the ongoing business.

40 **Policy RE Post-Covid and returning hours for office staff**

The Committee were presented with the plan for officer's return to the office after the covid pandemic. This included most officers returning to work in the office for the most part but also working from home on set days during the week, ensuring effective office cover but also allowing officers to work effectively from home. The committee approved this hybrid working approach. It was agreed that this would be reviewed again by the Town Clerk on a three to six months basis.

41 **Ongoing Staff Issues**

The committee were advised that the Town Clerk had been exploring the possibility of buying in HR support on a more formal basis. This had been suggested as a potential solution at the previous Town Council meeting.

It was noted that this could be at two levels; for administrative co-ordination, giving staff one central person for all issues, such as recruitment, dissemination of policies etc and then at a higher level for legal and professional advice, writing of policies and advice on procedure etc.

There was currently no resolved budget for this, and the Town Clerk would continue the ongoing discussions with potential providers as to what would be possible.

42 There being no other business, the meeting closed at 8.40pm

CHAIRMAN