



# HAILSHAM TOWN COUNCIL

**MINUTES** of the Extraordinary Meeting of Hailsham Town Council, held at the Hailsham Civic and Community Hall, Hailsham on Monday 22<sup>nd</sup> May 2023 at 7.00pm.

HTC/X  
23/122 **Present:** Councillors: C. Bryant, N. Hayes, B. Holbrook, P.S. Holbrook, M. Laxton, C. Mitchell, K. Nicholls, S. Potts, A M Ricketts, D Rusu and G. White.

123 **Officers in Attendance**

J. Harrison (Town Clerk), M Webber (Responsible Finance Officer), K. Giddings, D. Saxby T. Hall, S Webber and K Butcher.

Also in attendance was Mr J Corrigan of Council HR and Governance Support.

124 **Public Forum**

No members of the public were in attendance.

125 **Apologies for Absence:**

Apologies for absence had been received from Councillors A Blake-Coggins, G Blake-Coggins, K-M Blundell, A Clarke, F Clarke and J Crittenden.

126 **Declarations of Interest**

No declarations were made.

**Confidential Business**

127 **RESOLVED** that the press and public are excluded during the discussion on agenda item 5 – Staffing Review, as it concerns terms and conditions of employment (in accordance with the Council's Standing Orders No. 1E).

**Staffing Review**

128.1 The Chairman introduced Mr James Corrigan from Council HR and Governance Support.

Mr Corrigan thanked the Council members for asking him to undertake the Staffing Review. He thanked members of staff for their time in participating in the interviews. His brief was to look at the existing structure and to see if improvements to it could be made.

Copies of his report had been made available to members and staff.

Councillor Laxton questioned the lack of costings. Mr Corrigan said that this would be included in Section 5 of the report which will follow. This would include updated job descriptions.

- 128.2 **RESOLVED** that the outcome and recommendations of the staffing review for Hailsham Town Council be adopted and worked towards in principle; and to authorise Council HR and Governance Support to update staff job descriptions. Also to propose a planned approach of implementation for Council to consider and to hold a strategy vision day workshop within this process.

There being no further business, the Chairman closed the meeting at 7.39 pm.

CHAIRMAN

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