



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

**MINUTES**

of the extraordinary meeting of the Staffing Committee,  
held at the Fleur-De-Lys Council Chamber, Market Street, Hailsham, BN27 2AE  
On Wednesday 18<sup>th</sup> January 2024 at 7.00 p.m.

- SfC/23x/4/  
13 **Public Forum**  
None Presented
- 14 **Present:**  
Councillors G. Blake-Coggins, B. Holbrook, P. Holbrook, K. Nicholls (Chair). S. Potts, A-M. Ricketts (Vice-Chair) and D. Rusu
- 15 **Officers Present:**  
J. Harrison (Town Clerk).
- 16 **Apologies For Absence:**  
  
No Apologies had been received.
- 17 **Declarations of Interest:**  
None were made.
- 18 **Minutes of Previous Meeting**  
**RESOLVED** that the minutes of the previous meeting held on 15<sup>th</sup> November 2023 are an accurate record and may be signed by the Chair.
- 19 **On Call Rates for HTC Staff**
- 19.1 The committee were asked to consider and revise the on-call rates for staff.
- 19.2 The current 'On-Call rate' for the member of the HTC Works Team is £9.45 per day (gross) (£6.00 net per day). X 7 = £66.17 per week. X52 = £3440.84 per year This was last reviewed in October 2019
- 19.3 It was noted that it remains necessary to have a member of staff on call-out in order to deal with emergency issues (alarms going off at both the Post Office and HTC building, addressing any urgent issues such as damaged property that present a health and safety issues etc).
- 19.4 Following a comparison with the rates currently paid by other parish, town and district councils, as researched by the Responsible Finance Officer, The committee **RESOLVED** to accept the officers' recommendation to increase the 'On-Call rate to £10 per day (net), therefore £15.43 Gross (X 7 = £108 per week, X52 = £5616.00 per year (This would be the same for anyone on standby so a set amount).
- 19 **Confidential Business**  
  
**RESOLVED** that the next agenda item (7) be conducted under confidential business as it concerns: engagement, terms of service in accordance with the Council's Standing Order No. 1E.

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**Staffing Review**

20.1 The committee received and considered an update on outstanding issues from the Staffing Review. The HTC 'full council' meeting in November had agreed to implement the majority of recommendations from the review, but there were still two significant issues to iron out, concerning Recommendation No. 8 and recommendations Nos. 16-18 and 24.

20.2 These were delegated to the Staffing Committee to discuss further with the consultant and the members of staff involved. For Recommendation 8 detailed advice had been sought from the consultant Mr Corrigan from Council HR and Governance Support on potential courses of action.

20.3 For recommendation Nos 16-18 and 24, further discussions with the Affected members of staff on a more agreeable solution were deemed necessary.

20.4 The Committee RESOLVED to recommend to council a course of action with regard to Recommendation No. 8 and recommendations Nos. 16-18 and 24 in the Staffing Review.

There being no other business, the meeting closed at 8.20 pm.

CHAIRMAN