



**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 20th July 2023 at 7.00 p.m.

SfC/22/4/ 44	<b><u>Public Forum</u></b> None Presented
45	<b><u>Present:</u></b> Committee Members Cllrs G. Blake-Coggins, B. Holbrook, P. Holbrook, K. Nicholls (Chair). S. Potts, A-M Ricketts (Vice-Chair) and D. Rusu  Non-Committee member Cllr G. White was also in attendance.
46	<b><u>Officers Present:</u></b> J. Harrison (Town Clerk)
47	<b><u>Apologies For Absence:</u></b> M. Caira (Deputy Town Clerk and Business Enterprise Manager)
48	<b><u>Declarations of Interest:</u></b> None were made.
49	<b><u>Minutes of Previous Meeting</u></b> The committee <b>RESOLVED</b> that the minutes of the previous meeting held on 26 January 2023 are an accurate record and may be signed by the Chair.
50	<b><u>Code of Conduct and Officer-Member Relations Protocol</u></b> Cllr Nicholls explained that this item was on the agenda as a reminder to the newly appointed committee of the contents of both policies. The committee reflected on the policies and their implications for councillor behaviour and relations with officers.
51	<b><u>Sickness Absence Management Policy and Procedure</u></b> The committee had been asked to approve the procedure which had been drafted by the town council's employment law advisers South East Employers, in collaboration with the Deputy Town Clerk and Business Enterprise Manager Mickey Caira. Who had identified a requirement for the policy. Parts of the policy had been adapted to ensure it fits with the town council's existing employment policies.
51.1	The Committee <b>RESOLVED</b> to adopt the Sickness Absence Management Policy and Procedure.
52	<b><u>Confidential Business</u></b>  <b>RESOLVED</b> that the next two agenda items are conducted under confidential business as they concerns: engagement, terms of service, or is otherwise confidential in accordance with the Council's Standing Orders No 1E.
53	<b><u>Ongoing Staffing Issues</u></b>
53.1	Cllrs Karen Nichols and Anne-Marie Ricketts gave an account to the committee of a meetings they had held with members of the Town Council's staff on 25 <sup>th</sup> January and 26 <sup>th</sup> April. The purpose of the meetings had been to enable the staff to voice any concerns or issues they had been, or were currently, experiencing.
53.2	Common themes raised had included: <ul style="list-style-type: none"> <li>• Councillors going into the office without appointment</li> </ul>

	<ul style="list-style-type: none"> <li>• The fact that there was an imbalance of power between councillors and staff, with no readily available means of redress available to officers</li> <li>• Councillors making suggestions or decisions at committee and other meetings without consultation with officers.</li> </ul> <p>It was agreed that the meeting had been constructive and useful for both the councillors and the members of staff and that a further meetings should be scheduled.</p>
<p>54</p> <p>54.1</p> <p>54.2</p>	<p><b><u>Policy RE hybrid working hours for office staff</u></b></p> <p>The committee considered a report form the Town Clerk with suggestions for the maintenance of the hybrid working conditions which had been implemented following the lifting of covid restrictions. Each officer had advised of their current arrangements and how they planned to work in the future</p> <p>The committee <b>RESOLVED</b> to agreement to the suggested arrangements as long as the Town Clerk was happy that they were working and that the office was adequately covered.</p>
	<p>There being no other business, the meeting closed at 8.25pm</p>
	<p style="text-align: right;">CHAIRMAN</p>