



HAILSHAM TOWN COUNCIL
STAFFING COMMITTEE

MINUTES

of the meeting of the Staffing Committee,
held at the James West Community Centre, Brunel Drive Hailsham, BN27 3FY
On Wednesday 18th July 2024 at 7.00 p.m.

SfC/24/2/09	<u>Public Forum</u> None presented
10	<u>Present:</u> Cllrs G. Blake-Coggins, B. Holbrook, K. Nicholls (Chair) and A-M Ricketts (Deputy Chair). Cllr P. Holbrook also attended.
11	<u>Officers Present:</u> J. Harrison (Town Clerk)
12	<u>Apologies For Absence:</u> Apologies were received and accepted from Cllr F. Clarke & Cllr K-M Blundell-Smith
13	<u>Declarations of Interest:</u> None were made.
14	<u>Minutes of Previous Meeting</u> RESOLVED that the minutes of the previous meeting held on 3 rd July 2024 are an accurate record and may be signed by the Chair.
15	<u>Confidential Business</u> RESOLVED that the press and public be excluded from the next agenda item as it concerns engagement, terms of service and the possible beginning of legal proceedings
16	<u>Staffing Review</u>
16.1	<u>Recruitment</u> J. Harrison, the Town Clerk advised the committee that the Grants Officer vacancy had been advertised via Indeed but recruitment had been unsuccessful. Another attempt to recruit to this post would be made via different means when the new Corporate Services Manager was in place.
16.2	The New Corporate Services Manager was due to start their post on the 19 th August, and the new Facilities and Operations Manager on the 27 th August. The Town Clerk and colleagues were currently drawing up plans for their induction, including key meetings. It was suggested that Cllr Blake-Coggins may ask his colleagues at Wealden District Council if meetings with relevant senior officers could also be arranged. The committee were asked to email the TC if they had any other suggestions for meetings or other aspects of their induction programmes.
16.3	The committee were advised that there was now a vacancy in the Works Team for an additional operative as the Assets Management Committee had agreed to the grave digging contractor. This position would be recruited to soon by the Operations and Facilities Manager.

16.4	<p><u>Ongoing Issues</u> The committee has received notification of ongoing issues arising from the Staffing review and agreed with the actions due to be taken by the Town Clerk, based on the legal advice received.</p>
16.5	<p><u>Honorarium</u> The committee received and considered a suggestion for an honorarium. The committee were concerned that this has not been formally agreed beforehand, that it may set a precedent and may have a detrimental affect on some staff. No motion was moved on this matter and therefore no resolution made.</p>
17	<p><u>HR Support</u></p> <p>To committee considered the Town Council's current HR Support arrangements, for high level legal and HR Qualified advice, which is currently commissioned from South-East Employers.</p> <p>Other organisations had approached the town council offering various levels of a similar service.</p> <p>The Committee agreed that additional HR support was required, as identified in the Staffing Review and RESOLVED that the new Corporate Services Manager be asked to investigate other packages of support available and bring them back to the committee for consideration at a later date.</p>
18.	<p><u>James West Community Centre</u></p> <p>To committee considered the current caretaking arrangements at the James West Community centre.</p> <p>The committee RESOLVED to offer Incleanation a ongoing 'rolling' contract on a month by month basis to cover the caretaking responsibilities.</p>
	<p>There being no other business, the meeting closed at 8.20 pm.</p>

CHAIRMAN