



**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 24<sup>th</sup>  
October 2024 at 7.00 p.m.

SfC/24/3/ 19	<b><u>Public Forum</u></b> None presented
20	<b><u>Present:</u></b>  Cllr B. Carpenter, Cllr B. Holbrook, Cllr K. Nicholls (Chair), Cllr D. Rusu, Cllr G. White. Cllr P. Holbrook also attended.
21	<b><u>Officers Present:</u></b> J. Harrison (Town Clerk), E. Hastings (Corporate Services Manager), T. Lee (Operations & Facilities Manager)
22	<b><u>Apologies For Absence:</u></b> Apologies were received and accepted from Cllr G. Blake-Coggins, Cllr K-M. Blundell-Smith, Cllr A M Ricketts.
23	<b><u>Declarations of Interest:</u></b> None were made.
24	<b><u>Minutes of Previous Meeting</u></b> <b>RESOLVED</b> that the minutes of the previous meeting held on 18 July 2024 are an accurate record and may be signed by the Chair.
25	<b><u>Staff phones</u></b>  J. Harrison asked the committee to consider adopting staff phones for senior managers: RFO, Town Clerk, Corporate Services Manager, Operations & Facilities Manager. J. Harrison provided quotes of refurbished phones, approximately £1,150 per year for 4 phones. The committee were advised that we have enough to cover this for the rest of the financial year. It would need to be budgeted for 25/26.  J. Harrison to check insurance cover with RFO for the phones. E. Hastings explained that there will be an “Acceptable use of IT, email, and phones” policy.  The committee discussed the need for senior managers to have phones and it was <b>RESOLVED</b> that senior managers are issued with mobile phones.
26.	<b><u>Long Service Award</u></b>  The committee were asked to consider adopting Staff Long Service Awards. E. Hastings reported who would receive the award in 25/26. The committee agreed that it was agreeable to the scheme and <b>RESOLVED</b> to adopt the Long Service Award for staff.
27.	<b><u>Confidential Business</u></b> <b>RESOLVED</b> that the press and public be excluded from the next agenda item 28 as it concerns engagement and terms of service.

28.	<p><b><u>James West Community Centre</u></b></p> <p>The committee considered a report from T. Lee regarding the staffing arrangements for the James West Centre. It was a resolution from Full Council 164.2 to refer the decision to the Staffing Committee.</p> <p>J. Harrison advised the committee that the role is full time in the agreed and adopted staffing structure brought about by the recent staffing review and is included in the budget. It was suggested that the booking system be updated so that S. Harper (Finance Assistant) is the main Officer leading on the bookings but all Officers are able to check for availability and make bookings when S. Harper is unavailable. T. Lee reported to the committee that we are investigating an online booking system.</p> <p>Cases were put forward for and against the role being full time. Cllr B. Carpenter presented a report to the committee</p> <p>It was <b>RESOLVED</b> to continue with the current staffing/service contract, until the bookings increase and it will be reviewed again.</p>
29.	<p><b><u>Town Crier</u></b></p> <p>J. Harrison explained that we would like to recruit a new Town Crier. The committee agreed and it was <b>RESOLVED</b> to recruit a replacement Town Crier. Cllr Mary Laxton, Cllr Barry Carpenter, Cllr Paul Holbrook agreed to be on the recruitment panel.</p>
30	<p><b><u>Policies</u></b></p> <p>E. Hastings presented the following policies which have been shared with staff and managers.</p> <p>30.1 <b>Grievance Policy</b></p> <p>B. Carpenter briefly left the room but returned for the resolution. The committee <b>RESOLVED</b> to put the Grievance Policy forward to Finance &amp; Governance Committee on the 27.11.24.</p> <p>30.2 <b>Disciplinary Policy</b></p> <p>It was agreed to retain the oral warning section from the Council's previous version (2012). The committee discussed section 16 which states the Staffing Committee will appoint an investigator, and it will normally be a Councillor. E. Hastings asked the committee to consider changing the wording to the Town Clerk appointing a senior manager as an investigator. It would be escalated to the Staffing Committee if the investigation concerned a member of the senior management team. J. Harrison explained that we can use South-East Employers (SEE) as an independent investigator. G. White declared an interest and link to SEE. E. Hastings to ask NALC (whose model we have adopted) if we can change the wording. No motion was moved on this matter. E. Hastings to put this forward to the January Staffing Committee meeting.</p> <p>30.3 <b>Display Screen Equipment and workstation assessment policy</b></p> <p>In addition to considering the DSE policy the committee were shown the DSE and workstation self-assessment. E. Hastings advised that an approximate costs for a DSE assessment with reasonable adjustments could be £0 - £660, the highest amount would include a standing desk and ergonomic chair. The committee agreed that DSE and</p>

30.4	<p>workstation assessment is vital for the staff, it was <b>RESOLVED</b> to put the DSE Policy and workstation assessment forward to Finance &amp; Governance Committee on the 27.11.24.</p> <p><b>Occupational Health and Wellbeing including post-employment health questionnaire</b></p> <p>E. Hastings presented this policy but asked the committee if it could be retracted. This is so that E. Hastings can trial the questionnaire and policy with a new member of staff starting in November; there may need to be adjustments made. There was a suggestion to also trial it with existing staff. No motion was moved on this matter. E. Hastings to put this forward to the January Staffing Committee meeting.</p>
31	<p><b><u>2025-2029 Strategic Plan</u></b></p> <p>J. Harrison suggested to the committee to form a sub-committee to look at the staffing/HR strategies. It was <b>RESOLVED</b> to form a sub-committee and to have 2 meetings before January; the group will consist of J. Harrison, T. Lee and E. Hastings, A. M. Ricketts, K. Nicholls, K-M Blundell-Smith.</p>
32	<p><b><u>Town Clerk’s line management</u></b></p> <p>J. Harrison explained that it is recommended that the Town Clerk should have a yearly appraisal and 6-month review with set targets linked to the Strategic Plan; the appraisal should also consider support/training needed to achieve the targets.</p> <p>The committee discussed who would be most appropriate and it was <b>RESOLVED</b> that the appraisal panel for the Town Clerk will consist of Chair or Deputy of the Council, and Chair or Vice Chair of Finance &amp; Governance and Assets Management Committees.</p> <p>We will put appraisals on to the staffing committee agenda.</p>
33	<p><b><u>Confidential Business</u></b>  <b>RESOLVED</b> that the press and public be excluded from the next agenda items as it concerns engagement, terms of service</p>
34 34.1  34.2	<p><b><u>Staffing Review</u></b></p> <p><b><u>Recruitment</u></b></p> <p>Staff reported on the following:</p> <ul style="list-style-type: none"> <li>• The Grants Officer is starting 4<sup>th</sup> November</li> <li>• The Maintenance Operative role recruitment closing date is 11<sup>th</sup> November</li> <li>• The RFO is leaving on 16<sup>th</sup> December, recruitment will start as soon as possible. We have started succession planning.</li> </ul> <p>J. Harrison explained that we may need a locum for a possible RFO staffing gap, and we have made some initial inquiries. The committee <b>RESOLVED</b> to agree to the Clerk investigating the cost of a locum and to take this to Finance and Governance Committee.</p> <p><b><u>Ongoing Issues; update</u></b></p> <p>J. Harrison reminded the committee that there will need to be a review of the Staffing Review.</p>

34.3	<p><b><u>Job titles</u></b></p> <p><b>RESOLVED</b> to adopt the proposed job titles: Corporate Services Officer (for Democratic Services and Business Enterprise Officer) and Planning and Communities Officer (for Planning and Environment Officer).</p>
34	<p><b><u>Disciplinary investigation</u></b></p> <p>J. Harrison and E. Hastings explained that this was put on the agenda incorrectly. The existing Disciplinary policy states that a senior manager can conduct the investigation and so there was not a need to bring this to Staffing Committee.</p>
	<p>There being no other business, the meeting closed at 21:47pm.</p>

CHAIR