



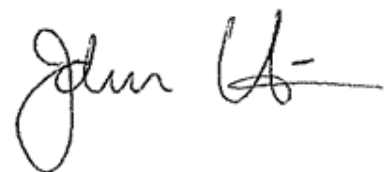
## **STAFFING COMMITTEE AGENDA**

**NOTICE IS HEREBY GIVEN OF**  
**A Meeting of the STAFFING COMMITTEE**  
**to be held at the Fleur-De-Lys Council Chamber, Market Street, Hailsham,**  
**BN27 2AE, on**

**Thursday 24<sup>th</sup> October 2024 at 7.00pm**

<b>1.</b>	<b><u>Public Forum</u></b> A period of not more than 15 minutes for matters relevant to the responsibilities of this committee, at the discretion of the Chair.
<b>2.</b>	<b><u>Apologies for Absence</u></b> To receive apologies for absence of appointed members.
<b>3.</b>	<b><u>Declarations of Interest</u></b> To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.
<b>4.</b>	<b><u>Minutes of Previous Meeting</u></b> To resolve that the minutes of the previous meeting held on 18 July 2024, are an accurate record and may be signed by the Chair.
<b>5.</b>	<b><u>Staff phones</u></b> To consider issuing HTC Senior managers with work mobile phones.
<b>6.</b>	<b><u>Long Service Award</u></b> To consider adopting Long Service Awards.
<b>7.</b>	<b><u>James West Community Centre</u></b> To consider the staffing arrangements for the James West Centre. Resolution from Full Council 164.2 to refer back to Staffing Committee.
<b>8.</b>	<b><u>Town Crier</u></b> To consider the recruitment of a replacement Town Crier.
<b>9.</b>	<b><u>Policies</u></b> To review the following policies, offering any suggestions/comments or amendments:

	<ul style="list-style-type: none"> <li>• Grievance Policy</li> <li>• Disciplinary Policy</li> <li>• Display Screen Equipment and workstation assessment policy</li> <li>• Occupational Health and Wellbeing including post-employment health questionnaire</li> </ul>
10.	<p><b><u>2025-2029 Strategic Plan</u></b> To consider the Staffing Committees' aims and objective for the 2025-2029 Strategic Plan.</p>
11.	<p><b><u>Town Clerk's line management</u></b> To consider the implementation of line management for the Town Clerk.</p>
12.	<p><b><u>Confidential Business</u></b> To resolve that the next agenda items (13 and 14) are conducted under confidential business as it concerns: engagement, terms of service and the beginning of legal proceedings - in accordance with the Council's Standing Order No 1E.</p>
13.	<p><b><u>Staffing Review</u></b> To consider implications arising from the Staffing Review.</p> <ul style="list-style-type: none"> <li>- Recruitment</li> <li>- Ongoing Issues; update</li> <li>- Job Titles</li> </ul>
14.	<p><b><u>Disciplinary investigation</u></b> To appoint an investigator for a disciplinary investigation.</p>



John Harrison, Town Clerk  
17<sup>th</sup> October 2024

**Committee Membership: Cllrs**

Gavin Blake-Coggins  
Kelly-Marie Blundell-Smith  
Frankie Clarke  
Barbara Holbrook  
Karen Nicholls (Chair)  
Anne Marie Ricketts (Dep. Chair)  
Doina Rusu

**Substitutes; Cllrs**

Chris Bryant  
Jo Crittenden  
Nathalie Hayes  
Glynn White