



NOTICE IS GIVEN OF a meeting of the STAFFING COMMITTEE to be held at the Fleur-De-Lys Meeting Room, Market Street, Hailsham, BN27 2AE on

Thursday 23rd April 2026 at 7.00pm

STAFFING COMMITTEE AGENDA

1. Public Forum

A period of not more than 15 minutes for matters relevant to the responsibilities of this committee, at the discretion of the Chair.

2. Apologies for Absence

To receive apologies for absence of appointed members.

3. Declarations of Interest

To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda

4. Minutes of Previous Meeting

To resolve that the minutes of the previous meeting held on 15th January 2026, are an accurate record and may be signed by the Chair.

To receive an update about progress of resolutions from the last Committee meeting not covered by this agenda.

5. Finance report for staffing

To note the report

6. Policies

To review and agree the following policies, offering any suggestions/comments or amendments and recommend for adoption by Finance and Governance Committee:

Disciplinary and sickness management policies

Annual leave and other leave policy

Maternity, paternity and other parental leave policy

Flexible working policy

7. Confidential Business

To resolve that the next agenda items are conducted under confidential business as they concern: engagement, terms of service and the beginning of legal proceedings - in accordance with the Council's Standing Order No 1E.

8. HR Staffing Update

To agree and consider/note the following:

- 8.1 Establishment Data (to note)
- 8.2 Recruitment Update (to note)
- 8.3 Appraisal & Increment Summary (to note)
- 8.4 Staffing update, absences and amendment to hours (to note)
- 8.5 Post office holiday accrual on additional hours (to note)
- 8.6 Post Office salary underpayment (to note)
- 8.7 Post Office Employee Pension Contribution Change due to NMW (to note)
- 8.8 Pension Update on backdated contributions (to note) - JH
- 8.9 To note and consider the grade re-evaluations for the Post Office Manager and Senior Post Office Clerk (to agree)
Responsible Finance Officer – to consider and agree the re-grading of the Post and enhanced job description
Pay scales - To note and agree increment awards for appraisals
- 8.10 Employee Relations Updates (to note)
- 8.11 Legal Updates
- 8.12 Grievance

9. Corporate Services Manager

To note the report on the 3-month review of the position

10. Individual Consultation/additional hours

Update – to note

11. The Evaluation of the Staffing Review

To discuss the report



John Harrison, Town Clerk
17th April 2026

Committee Membership: Cllrs

Gavin Blake-Coggins
Kelly-Marie Blundell-Smith
Mickey Caira
Barry Carpenter

Substitutes; Cllrs

Anne Blake-Coggins
Chris Bryant
Dave Chapman
Alexa Clarke

Barbara Holbrook
Colin Mitchell
Karen Nicholls (Chair)
Anne Marie Ricketts (Deputy Chair)
Doina Rusu

Frankie Clarke
Jo Crittenden
Paul Holbrook
Mary Laxton
Glynn White