



STAFFING COMMITTEE

MINUTES of the meeting of the Staffing Committee,
held at the Fleur-De-Lys Meeting Room, Market Street, Hailsham, BN27 2AE
On Thursday 23rd April 2026 at 7.00 p.m.

SfC/25/8
53

Public Forum

No members of the public were present.

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Present:

Cllr C. Bryant (substituting for K. Marie Blundell Smith), Cllr G. Blake Coggins, Cllr B. Carpenter, Cllr M. Caira, Cllr B. Holbrook, Cllr M. Laxton (substituting for D. Rusu), Cllr C. Mitchell, Cllr K. Nicholls (Chair), Cllr A. Ricketts (Vice Chair), Cllr G. White

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Officers Present:

J. Harrison (Town Clerk), K. Giddings (Corporate Services Manager), R. Brazier (HR Manager)

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Apologies For Absence:

Apologies were received and accepted from: Cllrs K Blundell Smith and D. Rusu

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Declarations of Interest:

Cllrs M. Laxton and C. Mitchell declared personal interests in agenda item 8, as they are Chair and Vice Chair of the Post Office Committee and Directors of the CIC.

Cllr B. Carpenter declared a prejudicial interest in agenda item 8, in respect of the HR Staffing update and the recruitment of the James West Community Centre Manager

Cllr M. Laxton declared a personal interest in agenda item 10, Individual Consultation, as she was involved in the consultations with members of staff

Cllr M. Caira advised he would leave the meeting when agenda item 11 was discussed, the evaluation of the staffing review

58

Minutes of Previous Meeting

RESOLVED that the minutes of the previous meeting held on 13th January 2026, are an accurate record and may be signed by the Chair.

Proposer C. Mitchell, Seconder B. Carpenter

All voted in favour

59 **To receive an update**

There was no further update

60 **Finance report for Staffing**

Members noted the finance report

61 **Policies**

Members noted the proposed changes to the following policies:

Disciplinary and sickness management policies

Annual leave and other leave policy

Maternity, paternity and other parental leave policy

Flexible working policy

Members agreed with the changes

61.1 **RESOLVED** to submit the above policies with the proposed changes to the Finance and Governance Committee for approval

Proposer – C. Bryant, Seconder – G. Blake Coggins

All voted in favour

M. Laxton raised the issue of the Council purchasing a HR system, for recording and monitoring sickness, TOIL and annual leave.

It was proposed that the purchasing of this system is investigated by the Senior Management Team, who will report back to the next Staffing Committee meeting with an update.

62 **Confidential Business**

RESOLVED that the press and public be excluded from the next agenda items as they concern engagement, terms of service and the beginning of legal proceedings - in accordance with the Council's Standing Order No 1E.

Proposer – C. Bryant, Seconder – C. Mitchell

All voted in favour

63 **HR Staffing Update**

Establishment Data

Members noted the data for leavers and new starters

64 **Recruitment update**

Members noted the update on the recruitment figures at the Town Council

65 **Appraisal and increment summary**

Members noted the appraisal and increment award summary

It was confirmed that J. Harrison would email all Post Office staff to advise they will shortly be having appraisals, which are mandatory. J. Harrison will carry out the first part of the appraisal, with the Post Office Manager carrying out the second part.

66 **Staffing update, absences and amendments to hours**

Members noted the updates

67 **Post Office holiday accrual on additional hours**

Members noted the update in the report

68 **Post Office salary underpayment**

Members noted that this underpayment had been resolved.

M. Laxton thanked K. Whiley and R. Brazier for all their hard work and input in this item

69 **Post Office Employee Pension Contribution Change due to NMW**

Members noted the employee pension contribution change.

The Post Office staff will be updated on this matter.

70 **Pension Update on backdated contributions**

Members noted legal advice had clarified what was legally required and a suggested way forwards.

70.1 **RESOLVED** to accept the legal advice as provided

Proposer – B. Carpenter, Seconder – M. Caira

C. Bryant, B. Carpenter, M. Caira, B. Holbrook, M. Laxton, C. Mitchell, K. Nicholls, A. Ricketts, G. White all voted in favour of the resolution

G. Blake Coggins abstained from voting

71 **To note and consider the grade re-evaluations for the Post Office Manager and Senior Post Office Clerk**

Members agreed to the proposals of the re-evaluations

71.1 **RESOLVED** to accept the proposals for the Post Office Manager, to re-grade to SCP 24-28, (£35,412 - £39,152)

Proposer – M. Caira, Seconder – C. Bryant

All voted in favour

71.2 **RESOLVED** to accept the proposals for the Post Office Senior Clerk, to re-grade to SCP 13-17, (£29,064 - £31,022)

Proposer – M. Laxton, Seconder – G. Blake Coggins

It was agreed to backdate the salary to February 13th 2026

All voted in favour

72 **Responsible Finance Officer – to consider and agree the re-grading of the Post and enhanced job description**

Members agreed to accept the proposed re-grading and enhanced job description of the position of Responsible Finance Officer and to begin discussions with the current Locum Responsible Finance Officer.

72.1 **RESOLVED** to accept the re-grading of the position of Responsible Finance Officer to SCP 37-41 (£48,226 - £52,413)

Proposer – B. Carpenter, Seconder – G. Blake Coggins

All voted in favour

72.2 **RESOLVED** to begin negotiations with the locum Responsible Finance Officer

Proposer – M. Caira, Seconder – B. Carpenter

All voted in favour

73 **Pay Scales – to note and agree the increment awards for appraisals**

The increment increase for two employees was agreed. It was agreed to back pay the salary for both employees, from 1st April 2026

Proposer – G. Blake Coggins, Seconder – M. Caira

All voted in favour

74 **Employee relations updates**

Members noted the employee updates in the report in relation to the Post Office and James West Centre

75 **Legal Updates**

Members noted the updates in the report

76 **Grievance**

B. Carpenter, M. Laxton and C. Mitchell left the room at 8.20 pm, while the matters were discussed.

76.1 **RESOLVED** to accept the HR Manager's advice

Proposer – C. Bryant, Seconder – M. Caira

C. Bryant, G. Blake Coggins, M. Caira, B. Holbrook, K. Nicholls, A. Ricketts, G. White all voted in favour of the resolution

B. Carpenter, M. Laxton and C. Mitchell returned to the meeting at 8.35 pm

77 **Corporate Services Manager**

The Committee noted the Corporate Services Manager's three-month update on the post so far.

J. Harrison advised he would undertake the six-month review of the position with K. Giddings at a meeting arranged for 23rd June. Ideas for backfilling the Planning and Communities position will be provided in the report.

The report will be placed on the agenda for the next Staffing Committee meeting on Thursday 9th July 2026

78 **Individual Consultation /additional hours**

The Committee discussed the recent consultation that had taken place with Senior Management Team members to discuss overtime and toil options.

The Committee discussed one employee's proposal to receiving two additional days of leave per year as compensation in place of any enhanced pay. It was agreed to meet with the Locum RFO to conclude the matter

78.1 **RESOLVED** to agree to the request for two additional days of leave per year as compensation in place of any enhanced pay previously discussed or implied.

Proposer – G. Blake Coggins, Seconder – C. Mitchell

C. Bryant, G. Blake Coggins, B. Carpenter, M. Caira, B. Holbrook, C. Mitchell, K. Nicholls, A. Ricketts, G. White all voted in favour of the resolution

M. Laxton abstained from voting, declaring a conflict of interest

M. Caira left the meeting at 8.40 pm

79 **The Evaluation of the Staffing review**

Members noted and discussed the report for the evaluation of the staffing review

B. Holbrook left the meeting at 8.48 pm

Members noted the recommendation within the Report to appoint an "Acting" Proper Officer, to act as necessary if the Town Clerk is on annual leave or sick leave.

A Ricketts left the meeting at 8.57 pm

79.1 **RESOLVED** to adopt the recommendation to appoint an "Acting" Proper Officer, to act in the absence of the Town Clerk

This recommendation will be discussed for consideration at the next meeting of the Staffing Committee on 9th July 2026

Proposer – G. Blake Coggins, seconder – B. Carpenter

All voted in favour

The Committee thanked the HR Manager for all her work in producing several of the reports for the Staffing meeting.

There being no other business, the meeting closed at **21:26 pm**

CHAIR