

Committee: **Personnel**
Date: **29.06.2023**
Time: **19:00**
Location: **Yarrow Room, Lewes Town Hall**
Present: **Councillors Maples, Blackwell, Tigg, Burrows, Livesey, Morgan and Clarke**
Officer Present: **Francesca Pridding, Interim Town Clerk**

MINUTES

1 ELECTION OF CHAIR

To elect the Chair of the Personnel Committee for Lewes Town Council for 2023-24

Councillor Maples proposed Councillor Blackwell be elected Chair of Lewes Town Council Personnel Committee 2023 – 2024, with Councillor Morgan seconding the proposal

RESOLVED: That Councillor Blackwell be elected Chair of Lewes Town Council Personnel Committee for 2023 – 2024.

2 DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Lewes Town Council's Code of Conduct issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No.1464

None

3 APOLOGIES FOR ABSENCE

To note any apologies for absence

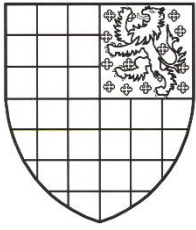
None

4 ELECTION OF VICE-CHAIR

To elect the Vice-Chair of the Personnel Committee for Lewes Town Council for 2023-24

Item **DEFERRED**

Councillor Livesey entered the meeting at 19:07



5 RECRUITMENT OF CLERK

To agree the Job Description, Person Specification and commencement of recruitment process for the Town Clerk

RESOLVED: to approve the Clerk's Job Description, Person Specification with minor amendments and authorise the Interim Clerk to advertise the position with Councillor Maples proposing and Councillor Tigg seconding the proposal

6 EXCLUSION OF PUBLIC AND PRESS

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

RESOLVED: to approve with Councillor Tigg proposing and Councillor Morgan seconding the proposal

7 REQUEST FOR FLEXIBLE WORKING

To hear a request for flexible working

RESOLVED: to approve the request from the Communications Officer for flexible working with Councillor Morgan proposing and Councillor Clarke seconding the proposal

8 FINANCE OFFICER

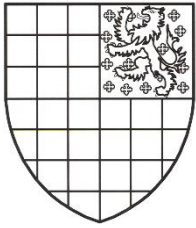
To consider the role of the Finance Officer

RESOLVED: to promote the Finance Officer to the role of Finance Manager on the salary scale of 30 with Councillor Burrows proposing and Councillor Maples seconding the proposal

9 STAFFING STRUCTURE

To receive the independent staffing report and agree implementation

RESOLVED: to approve the recommendation of the Interim Clerk and HR Consultant in relation to staffing structure and the strategy required to achieve the desired outcome. New roles to be created and advertised internally with Councillor Morgan proposing and Councillor Clarke seconding the proposal



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10 STAFFING MATTERS UPDATE

To receive a verbal update on current staffing matters

In response to updates from the Interim Town Clerk an Appeals Panel was formed and comprises Councillors Tigg, Maples, Morgan and Livesey

The meeting was declared closed at 21:20