



Lewes
Town
Council

In accordance with the statutory requirements of the Local Government Act 1972
Schedule 12 Paragraph 26 (2) [A] (Admissions to meetings) Section 1 (4).

Notice is given that a Personnel Committee meeting of Lewes Town Council will be held in
Lewes Town Hall in the Yarrow Room on Tuesday 21 January 2025 at 19:00.

Members of the public have the right to attend unless a specific decision has been taken to
exclude them.

To the Members of the Personnel Committee
of Lewes Town Council

**You are hereby summoned to attend a meeting of the Personnel Committee meeting
of Lewes Town Council to be held on Tuesday 21 January 2025 at 19:00
at Lewes Town Hall in the Yarrow Room**

Meeting called by: Veronique Poutrel – Town Clerk/RFO

Signed: *V Poutrel*

Date: 15 January 2025

Agenda

1. Apologies for absence

To note any apologies for absence.

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.

3. Minutes

To approve minutes of 30 October 2024.

4. Recruitment

- a) To receive an update on recruitment
- b) To approve the positions of Facilities Manager and Events Officer
- c) To approve overall staff structure

5. Training for Councillors

- a) To receive an update from the Task and Finish Group to identify training needs of Councillors

6. HR Policies

- a) To approve the following policies:
 - Grievance Policy
 - Disciplinary Policy
 - Child and Vulnerable Adults Safeguarding Policy
- b) To note the Annual Leave Policy and Process

7. Exclusion of press and public

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.

8. Staffing Matters

- a) To receive an update on staffing matters and agree related actions
- b) To agree to give delegated authority to the Town Clerk to:
 - Review and update the Protocol on Member/Officer relations
 - Develop a process to deal with concerns around Councillors conduct

9. To close the meeting