



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 Council Chamber on Tuesday 17 September 2024 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 17 September 2024 at 19:00
at Lewes Town Hall in the Council Chamber**

Meeting called by: Veronique Poutrel – Town Clerk/RFO

Signed: *V Poutrel*

Date: 11 September 2024

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 3 July 2024.

4. Lone Working Policy

- a) To approve the Lone Working Policy

5. Contracts

- a) To note the implementation of new contracts for all staff as of 1st September, with all terms and conditions being aligned
- b) To agree Annual Leave entitlement for the Town Clerk

6. Recruitment

- a) To note the posts being recruited to
- b) To approve the use of an HR company to do the recruitment on our behalf

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

9. Grievance proceeding

- a) To receive an update on the current grievance
- b) To agree 3 Members to be part of the Grievance Panel and 3 Members to be on the Appeal Panel
- c) To agree to the Deputy Town Clerk being the Investigating Officer
- d) To agree delegated authority to the Grievance Sub-Committee and its panels to take recommendations forward

10. To close the meeting