



Lewes
Town
Council

Town Hall, High Street
Lewes, East Sussex
BN7 2QS

lewes-tc.gov.uk

Call: 01273 471469

Email: townclerk@lewes-tc.gov.uk

Meeting: Personnel
Date: 17 September 2024
Time: 19:00
Location: Lewes Town Hall
Present: Councillors Blackwell (Chair), Burrows, Livesey, Norris and Todd
Officers present: Veronique Poutrel – Town Clerk
Nisha Vesuwala - Deputy Town Clerk
Public present: None

Minutes

1. Apologies for absence

Apologies were received from Councillor Tigg. Councillor Maples was not present.

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.

No declarations of interest were received.

3. Minutes

It was resolved that: The minutes of the Personnel Meeting held on 3 July 2024 were agreed as a true and accurate record of the meeting.

Proposed: Councillor Norris

Seconded: Councillor Burrows

4. Public questions

No questions were received.

5. Lone Working Policy

It was resolved that: The Lone Working Policy be approved and thanks given for the hard work on this piece of work.

Proposed: Councillor Livesey

Seconded: Councillor Todd

6. Contracts

The implementation of new legally compliant contracts for all staff was noted. Key points included

- Annual Leave to be 23 days or 26 days (over 5 years' service), for all staff, with the exception of the Town Clerk
- Whilst overtime still features in the contracts, Time Off In Lieu (TOIL) will be the preferred option where possible
- The two extra days at Christmas that staff have had for over 20 years will be retained

It was resolved that: 30 days Annual Leave be approved for the Town Clerk, aligned with previous Clerks.

7. Recruitment

Posts being recruited were noted. In the short term, cleaners will be recruited to ease off pressure on the venues side of operation. A revised Job Description, offering more flexibility will be advertised shortly.

It was resolved that: The use of an HR company to do the recruitment on our behalf be approved to ensure that we are successful in securing the right skills/experience for the different positions.

Proposed: Councillor Burrows

Seconded: Councillor Livesey

8. Exclusion of press and public

No members of the public were present.

9. Staffing Matters

Members received an update on staffing matters which included recent staff training, all captured on a log so that progress can be recorded. Other processes being implemented include Annual Leave and Time recording systems.

It was noted that due to historical understaffing, venue staff had been under a lot of pressure. This has resulted in the managers accruing Time Off In Lieu (TOIL) which they are not able to take back as there isn't enough staff to cover the different shifts and venues.

It was resolved that: TOIL payments would be made to venue managers.

Proposed: Councillor Livesey

Seconded: Councillor Todd

10. Grievance proceeding

Members received an update on the current grievance and Councillor Burrows declared an interest as he knows the family of the person.

Members were reminded of confidentiality and that any breach of the Code of Conduct would be reported to the Monitoring Officer.

It was resolved that: Councillors Livesey, Blackwell and Norris be appointed on the Grievance Panel and that Councillors Tigg, Maples and Todd be appointed to the Appeal Panel.

It was resolved that: The Deputy Town Clerk be the Investigating Officer.

Proposed: Councillor Norris

Seconded: Councillor Todd

It was resolved that: The Grievance Sub-Committee and its panels be delegated authority to take recommendations forward.

Proposed: Councillor Livesey

Seconded: Councillor Burrows

All members voted in favour of the above.

11. The meeting closed at 20:15.