



**To: All Members of Seaton Town Council's
Personnel Committee**

Cllr K Beer
Cllr C Chadwick
Cllr S Read
Cllr H Sanham
Cllr D Squire
Cllr R Webster

26th September 2018

You are summoned to attend a meeting of the Personnel Committee on **Tuesday 2nd October 2018 at 7pm** at Marshlands, Harbour Road, Seaton. It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

Yours faithfully,

Amy Tregellas

**Amy Tregellas
Town Clerk**

AGENDA

- 18/PER/01 Apologies for Absence**
- 18/PER/02 Declarations of Interest**
To receive any declarations of interest from Members in respect of items of business included on the agenda for this meeting.
- 18/PER/03 Public Question Time**
- 18/PER/04 Minutes**
To consider the draft minutes of the Personnel Committee meeting held on Thursday 23rd August 2018
- 18/PER/05 Sickness Absence Management**
To receive an update on the queries raised at the last meeting in respect of sickness absence management
- 18/PER/06 Staffing Budget**

18/PER/07 Artisan Markets – Christmas 2018 and 2019

18/PER/08 Confidential Items

The Chairman will move that in accordance with the Council's Standing Order 1 (c) press and public will be excluded from the meeting during the discussions of items 09 to 12 on this agenda as there is likely to be disclosure of information as matters are being discussed which could identify an individual.

18/PER/09 Minutes

To agree the confidential Part B minutes from the Personnel Committee meeting on the 23rd August 2018

18/PER/10 Appraisals

Update on staff appraisals

18/PER/11 Training Plan

To consider the training requirements arising from staff appraisals

18/PER/12 Staffing matters

To consider a number of staffing matters as set out in the accompanying report