

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk

Telephone: 01903 812042

MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform) HELD ON 7TH DECEMBER 2020 AT 2PM

Present: Cllrs Norcross, Hanson, Lloyd, Young and Northam

Clerk : John Fullbrook

Members of the Public: None

Meeting commenced: 2.02pm

MINUTES

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies were received from Cllrs Alexander and Trundle.

2.0 ELECTION OF CHAIRMAN

2.1 Cllr Norcross **proposed, seconded** by Cllr Northam that Cllr Young be appointed as Chairman of the personnel committee for the remainder of the municipal year 20/21. **Agreed**

3.0 DECLARATIONS OF INTEREST

3.1 Cllr Norcross declared a possible personal interest in part of Agenda item 6.2 depending on what was to be discussed

4.0 MINUTES OF PREVIOUS MEETING

Cllr Lloyd **proposed, seconded** by Cllr Norcross that the personnel committee draft minutes from 9th November 2020 be accepted as a true and fair record. **Agreed**

5.0 CONFIDENTIAL SESSION

5.1 Cllr Lloyd **proposed, seconded** by Cllr Young to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under {the following items} may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

6.0 STAFFING MATTERS

6.1.1 To discuss and agree any actions following the reports received from James Corrigan and make any recommendations to Full Council. Cllr Lloyd **proposed, seconded** by Cllr Young to convene a working party consisting of Cllrs Lloyd, Northam and Young and the Clerk in order to put together an action plan based upon the reports submitted to the Council by James Corrigan and that this plan is brought back to this committee for discussion {Personnel} in January and for then recommendations to go to Full Council. **Agreed**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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6.1.2 Cllr Young **proposed, seconded** by Cllr Lloyd that committee would consider recommending the implementation of James Corrigan's suggestions and that committee would therefore if necessary, come back to James on a case-by-case basis. **Agreed**

6.2.1 To discuss the recent formal and non-formal complaints raised by two councillors (details as per confidential supporting papers) and to agree any actions necessary.

{The Clerk left the Meeting at this point as he had to declare an interest in this item – The time was 4.06pm}

6.2.2 Committee agreed that the Chairman (Chris Young) would formulate a response to the complaint, to be circulated to all committee members for amendment / approval before being sent to the complainant.

6.2.3 The Committee also wanted it minuted that all members were concerned with the nature and series of ongoing pejorative complaints against the Clerk

7.0 DATE OF NEXT FULL COUNCIL MEETING: 14th DECEMBER 2020 at 7.30pm

Meeting closed at 4.27pm