



The Steyning Centre, Fletchers Croft, Steyning
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www.steyningpc.gov.uk

MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform)

HELD ON 25TH JANUARY 2021 AT 5PM

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

Clerk : John Fullbrook

Also Present Hazel Roxby

Members of the Public: None

Meeting commenced: 5.00pm

MINUTES

Pe/20/8 APOLOGIES FOR ABSENCE

8.1 Apologies were received from Cllrs Lloyd and Trundle.

Pe/20/9 DECLARATIONS OF INTEREST

9.1 None.

Pe/20/10 MINUTES OF PREVIOUS MEETING

10.1 Cllr Young **proposed, seconded** by Cllr Northam that the personnel committee draft minutes from 7th December 2020 be accepted as a true and fair record. **Agreed**

Pe/20/11 CONFIDENTIAL SESSION

11.1 Cllr Young **proposed, seconded** by Cllr Alexander 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.**

Pe/20/12 STAFFING MATTERS

- 12.1 To discuss the report received from James Corrigan on 17th November and agree to recommend any actions arising. The "Duty of Care" report received from James Corrigan was discussed. Cllr Young **proposed, seconded** by Cllr Norcross that the "Duty of care" report and the two previous Reports be numbered and renamed and should be sent out to all councillors. **Agreed.**
- The Clerk and Cllr Young to agree on their titles.
- It was noted that there is still a lot of email traffic going to the office.
- The personnel committee is working on an action plan based on James Corrigan's recommendations and will be brought to full council at the earliest opportunity for agreement – this will be discussed further at the meeting on the 27th January 2021.
- 12.2 To discuss recent formal complaint and agree any actions necessary. The Clerk had considered the complaints as per the complaints procedure and had already responded to Cllr Goldsmith. Cllr Goldsmith has also requested a response from the personnel committee. Cllr Northam **proposed, seconded** by Cllr Alexander that they have received the complaint in question and could find no substance to the complaint



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Deputy Clerk: Hazel Roxby

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and agreed with the Clerks assessment and response already given. (Further to this) The Chairman and Vice Chairman to respond to Cllr Goldsmith **Agreed.**

- 12.3** To discuss the latest situation regarding the possible furloughing of staff during lockdown period and agree to recommend any actions necessary.
The committee thoroughly discussed the options of furloughing staff and the Governments information concerning applications from the public sector. It also noted that £12,000 worth of grant aid had been applied for and successfully obtained from HDC due to loss of income with a further £9,000 due to be applied for before the end of the current lockdown period. Also, if staff were furloughed it was noted that should the Steyning Centre become a Vaccination Hub this would create cover issues in the short term as there is a minimum period for staff to be on the scheme and therefore unavailable.
Cllr Northam **proposed, seconded** by Cllr Alexander that the committee having discussed this and in view of the Governments advice on public sector employers and the fact that the hours for Caretakers have already cut by 50% and with the received grants to cover some of the loss of income for the Steyning Centre the Personnel committee are therefore, not recommending any staff to be furloughed. **Agreed.**
- 12.4** To discuss and report back to Full Council with recommendations as to whether SPC should strive to be an “accredited living wage employer” as defined by the Living Wage Foundation, and if so, to set out a strategy by which that could be achieved with particular reference to the rates of pay of its employees and pay rises needed to achieve that.
Cllrs discussed the accreditation system and noted that there was a cost involved, however the council can put a strategy in place to achieve the increase at the next budget talks..
Cllr Northam **proposed, seconded** by Cllr Hanson that the committee recommend that the council strives toward paying the real living wage, investigating the cost to move towards paying an increased rate rather than join the Living Wage Foundation, the strategy to be discussed within the budget process over the next 2 years. **Agreed**
- 12.5** To discuss reply from a councillor to the complaint response dated 4th January 2021 and any actions necessary.

The Clerk and Deputy Clerk left the meeting at this point, the time 6.07pm

The committee considered the councillor’s comprehensive response of 15.01.2021 to their reply to his complaint of November 25th 2020.

Cllr Young **proposed, seconded** by Cllr Norcross that they draft a reply to the councillor to acknowledge his response and end any future discussion. **Agreed.**

Pe/20/13 DATE OF NEXT PERSONNEL MEETING: 27th January 2021 at 3.00pm

Meeting closed at 6.17pm

Signed Date 27th January 2021

Chairman