

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 9TH NOVEMBER 2020 AT 11.30AM

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

Clerk and Deputy Clerk : John Fullbrook and Hazel Roxby

Members of the Public: None

MINUTES

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies were received from Cllr Trundle.

2.0 ELECTION OF CHAIRMAN

2.1 Cllr Lloyd **proposed, seconded** by Cllr Alexander that Cllr Norcross be Chairman for this meeting of the personnel committee. **Agreed**

2.0 DECLARATIONS OF INTEREST

3.1 There were no declarations of interest declared by Cllrs.

4.0 CONFIDENTIAL SESSION

4.1 Cllr Norcross **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 item 5 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

5.0 STAFFING MATTERS

5.1a To discuss and agree to recommend any actions regarding staff pay rates and proposed incremental rises Cllr Norcross **proposed, seconded** by Cllr Hanson to accept to recommend to F&GP Committee to increase the Admin Assistants hourly rate by 2.75% from £8.72 to £9.00 . **Agreed**

5.1b Cllr Alexander **proposed seconded** by Cllr Lloyd to agree an incremental increase of £895.00 per annum for the Clerk subject to a satisfactory appraisal by the Chairman and Vice Chair of the Council and that the increment be backdated to June 2020 as per the Clerks contract. **Agreed.**
It was noted that an appraisal of the Clerk hasn't been carried out since March 2019.

5.2 To receive new draft staff part-time contracts and recommend any actions arising
The Clerk informed that redrafting the caretaker's contracts was agreed in July 2020, however this has been the first opportunity since then to discuss this.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

Cllr Norcross **proposed, seconded** by Cllr Northam that the Clerk should circulate a draft NALC contract for the caretakers to the personnel committee in contrast to the HR drafted contract. **Agreed.**

- 5.3** To receive James Corrigan report and discuss and agree to recommend any actions arising
Cllr Norcross **proposed, seconded** by Cllr Alexander that the report from James Corrigan be sent out to all councillors for information and any comments from councillors on the report should be received by a date (to be determined) with a view to creating a strategy to resolve fractions within the council. **Agreed**

Cllr Northam left the meeting at 12.37pm due to a prior arrangement.

- 5.4** To discuss the Clerks recommendation for the work to be undertaken over the forthcoming lockdown period and for these to be taken to Full Council for agreement.
Cllr Norcross **proposed, seconded** by Cllr Hanson to recommended to full council that the caretakers to carry out maintenance work during lockdown using the minimum hours of work previously agreed so as not to incur extra budget expenditure. **Agreed**

6.0 DATE OF NEXT FULL COUNCIL MEETING: 16th NOVEMBER 2020 at 7.30pm

Meeting closed 1.14pm