



The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XL
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www.steyningpc.gov.uk

MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform)

HELD ON 27TH JANUARY 2021 AT 5PM

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

Clerk : John Fullbrook

Also Present Hazel Roxby

Members of the Public: None

Meeting commenced: 3.00pm

DRAFT MINUTES

Pe/20/14 APOLOGIES FOR ABSENCE

14.1 Apologies were received from Cllrs Northam and Trundle.

Pe/20/15 DECLARATIONS OF INTEREST

15.1 None.

Pe/20/16 QUESTIONS FROM THE FLOOR

16.1 None

Pe/20/17 MINUTES OF PREVIOUS MEETING

17.1 Cllr Young **proposed, seconded** by Cllr Norcross that the personnel committee minutes from 25th January 2021 be accepted as a true and fair record. **Agreed**

Pe/20/18 CONFIDENTIAL SESSION

18.1 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/20/19 STAFFING MATTERS

19.1 To discuss the final invoice from James Corrigan and agree any recommendations to F&GP
A briefing paper was sent to all committee members which detailed the invoices received and confirmed that they correlated with the 40 hours previously agreed by the Personnel committee.
It was agreed to recommend to F&GP that the third and final invoice be paid.
Cllr Hanson **proposed, seconded** by Cllr Young to recommend to F&GP committee that the outstanding Invoice be paid. **Agreed**

19.2 To discuss and agree the proposed Meetings schedule and make recommendation to Full Council.
Cllrs discussed at length the proposed meeting schedule.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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Cllr Lloyd **proposed, seconded** by Cllr Alexander to recommend to full council that the following meetings be removed from the proposed schedule:

4th May 2021; 5th October 2021; 3rd May 2022 – Community meetings

18th October 2021 Full Council

10th January 2022 Planning . **Agreed**

- 19.3** Agree any actions to recommend to Full Council following James Corrigan's reports
The committee were pleased that some of the recommendations from James Corrigan's report have already been implemented. It was noted the Scheme of Delegation still requires some clarity.
The email policy was discussed at length.
Cllr Lloyd **proposed, seconded** by Cllr Norcross that the current email policy, agreed May 2020, is considered by the committee to be sufficient guidance for councillors, but in view of the desire by the committee to ensure the wellbeing of the officers, Para 3.1.11 is recommended to be changed to:
Emails should only be sent during normal business hours and up to 7pm on weekdays, up to 1pm on Fridays and not to be sent during weekends and holiday periods. **Agreed.**

Other items discussed briefly were issues concerning the use of personal emails in relation to GDPR Regulations, issues highlighted in the reports from James Corrigan and the possible retention of him on a case to case basis.

Cllr Lloyd **proposed, seconded** by Cllr Norcross that these items be deferred back to the delegated working party to discuss and recommend to full council. **Agreed**

- 19.4 Motion from Cllr Campbell** - The Personnel Committee is directed to urgently discuss and report back to Full Council with recommendations concerning options for reducing its staffing costs by reason of the projected revenue from the Steyning Centre being down by approximately £45,000 from £63,000 for 2020/2021 and by an unknowable amount for 2021/2022, to include the option of furloughing staff and voluntarily topping up the 80% furlough pay to take it to up to 100% of anticipated pay, the latter as recommended by the Local Government Association.
Cllr Lloyd **proposed, seconded** by Cllr Alexander that as the committee has already discussed and agreed a recommendation to full council at their meeting of 25th January 2021, there was no need to discuss the motion. **Agreed**

Pe/20/20 DATE OF NEXT FULL COUNCIL: 15th February 2021 at 7.30pm

Meeting closed at 4.31pm

Signed

Chairman