



The Steypning Centre, Fletchers Croft, Steypning
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Date published 19th February 2021

TO ALL MEMBERS OF STEYNING PARISH COUNCIL PERSONNEL COMMITTEE

Cllrs Norcross, Lloyd. Northam, Hanson, Alexander, Trundle and Young

YOU ARE HEREBY SUMMONED TO A REMOTE MEETING TO BE HELD ON WEDNESDAY 24th FEBRUARY 2021
AT 4.30PM VIA THE ZOOM VIDEO CONFERENCING PLATFORM

This meeting is convened under the Local Authorities and Police and Crime Panels (Coronavirus)
(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING BY SUBMITTING A REQUEST FOR THE LOGIN DETAILS BEFORE THE DATE OF THE MEETING TO THE CLERK

It is appreciated if members of the public log on respectfully with their given name. Any Avatar, name or descriptive label that is deemed by the Clerk/ Councillors to be inappropriate will not be given access to the meeting.

GDPR Notice - Please note that the Council is, and members of the public and individual councillors could be, making audio or video recordings of this meeting. The Council's recordings will be uploaded to a cloud-based website of record and will be available indefinitely to the general public. By participating at the meeting, including by merely logging-in to it, you consent to this. If you do not consent to these terms you should please not log-in to the meeting.

AGENDA

- 1.0 **APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence.
- 2.0 **DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regard their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 **QUESTIONS FROM THE FLOOR** - Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions via Zoom or (preferably) to answer questions which have been submitted in writing to the Clerk by noon on Monday 22nd February 2021. You will be asked to turn on your video camera if participating.
- 4.0 **MINUTES OF PREVIOUS MEETING** – To approve as a true and fair record, and the chair to sign the minutes of the Personnel committee meeting held on the 27th January '21. (supporting papers)
- 5.0 **CONFIDENTIAL SESSION**
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 6 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.
- 6.0 **STAFFING MATTERS** – (supporting papers)
 - 6.1 To discuss and agree to recommend time allocated items on SPC Agenda's when appropriate to do so
 - 6.2 To discuss and agree to recommend the use of hand symbols to indicate whether Cllrs want to speak within meetings
 - 6.3 To discuss and agree to recommend the policy in connection with the use of SPC Lanyards for Cllrs and staff
 - 6.4 To discuss and agree to recommend terms of reference to ensure contractors/consultants can only be contacted by Cllrs and Staff with delegated responsibility to do so.
 - 6.5 To discuss and agree to recommend any other actions arising from the James Corrigan reports.
 - 6.6 To discuss and agree to recommend any further works to be undertaken by James Corrigan and hours paid
- 7.0 **DATE OF NEXT FULL COUNCIL MEETING: 15th MARCH 2021 at 7.30pm**

John Fullbrook, SPC Clerk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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