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MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform) HELD ON 24TH FEBRUARY 2021 AT 4.30PM

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

Clerk : John Fullbrook **Deputy Clerk :** Hazel Roxby

Members of the Public: Cllr Campbell

Meeting commenced: 4.30pm

MINUTES (Non-Confidential)

Pe/20/21 APOLOGIES FOR ABSENCE

21.1 Apologies were received from Cllrs Northam and Trundle.

Pe/20/22 DECLARATIONS OF INTEREST

22.1 None.

Pe/20/23 QUESTIONS FROM THE FLOOR

23.1 Cllr Campbell asked when the agenda had had been placed on the website as he believed it had not been put up until 23rd February. Deputy Clerk responded it was posted on Monday 22nd February, however, the agenda had been posted on the public noticeboard and Clerks window on Thursday 18th February in accordance with Standing Orders.

Pe/20/24 MINUTES OF PREVIOUS MEETING

24.1 Cllr Young **proposed, seconded** by Cllr Alexander that the personnel committee minutes from 27th January 2021 be accepted as a true and fair record. **Agreed**

Cllr Young stated that items 25.1, 25.2, 25.3 and 25.4 would be brought forward into public session

Pe/20/25 STAFFING MATTERS

25.1 **To discuss and agree to recommend time allocated items on SPC Agenda's when appropriate to do so**

Cllrs discussed having time allocated agendas as a good framework for giving times to items for discussion to ensure that meetings completed in the appropriate time. **Clerk to Action**

Cllr Young **proposed, seconded** by Cllr Alexander to recommend to full council that a flexible approach to a timed agenda be printed on the agenda for future meetings. **Agreed.**

25.2 **To discuss and agree to recommend the use of hand symbols to indicate whether Cllrs want to speak within meetings.** The use of hand symbols at virtual meetings would give the Chair of the meeting an idea on how many Cllrs wish to speak on the item being discusses, this would help to ensure that discussions are kept to a reasonable time. Cllr Young **proposed, seconded** by Cllr Alexander to recommend to full council that the use of hand symbols be used at meetings to indicate the wish to speak on an agenda item. **Agreed. Action** - Cllr Alexander volunteered to produce diagrams to follow for anyone unsure of how to use the hand symbols on the zoom forum.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 25.3 To discuss and agree to recommend the policy in connection with the use of SPC Lanyards for Cllrs and staff.** Following a short discussion Cllrs decided against the need for a policy for the use of lanyards. It was felt Cllrs should be expected and trusted to use them properly. **Action** - The Clerk to issue lanyards with instructions for the official use of when they should and should not be used.
- 25.4 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.** Cllrs discussed that there is already the basis for this within Financial Regulations and that it could be reworded to strengthen the policy. Cllr Lloyd **proposed, seconded** by Cllr Hanson that Working Practices W.P. be asked to look further into the terms of reference to ensure contractors/consultants can only be contacted by Cllrs or Staff with delegated responsibility to do so. **Agreed**

Pe/20/26 CONFIDENTIAL SESSION

- 26.1** 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 items 26.2 and 26.3 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**
- 26.2.1 To discuss and agree to recommend any other actions arising from the James Corrigan reports.** Many suggestions from James Corrigan's report have now been implemented:
- Office Support Team
 - Email policy tightened up to help reduce the number of emails received by the Officers.
 - Scheme of Delegation adopted to replace Committee "Terms of Reference"
 - Fewer meetings now scheduled – agreed at full Council
 - Fewer agenda items to help reduce meeting length - (Chair and Clerk)
 - Use of 2 minute speaking rule and speaking only once to an item to also help reduce meeting length – Chairs to continue to implement
- 26.2.2** Suggestions were discussed to further reduce the email traffic to the Clerks Office due to the continued vexatious and disrespectful nature of some of the emails being sent and a proposal was agreed to go forward to a future Full Council meeting. The details of the proposal are within the confidential minutes.
- 26.2.3** Cllr discussed briefing/supporting papers for Meetings. It was noted that these should be produced and sent by the Clerk's office. Cllr Young **proposed, seconded** by Cllr Hanson to recommend to working practices group to include wording into a policy and place in standing orders that Clerk is responsible for producing and sending out briefing papers. **Agreed**

Cllr Norcross left the meeting at 6,30pm

- 26.3 To discuss and agree to recommend any further works to be undertaken by James Corrigan and hours Paid.** Cllrs discussed the extra 19 hrs work put in by James Corrigan which were above the 40 hours previously agreed and paid for. It was noted that much of the time spent was collecting information from Councillors before the production of a Duty of Care Report. Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Clerk contact James Corrigan to attempt to reach a reasonable compromise. **Agreed**

Pe/20/27 Meeting Ended 6.48pm

DATE OF NEXT FULL COUNCIL MEETING: Monday 19th April 2021 at 7.30pm

Signed

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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