



The Steypning Centre, Fletchers Croft, Steypning
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Date published 5th November 2021

TO ALL MEMBERS OF STEYNING PARISH COUNCIL PERSONNEL COMMITTEE

Cllrs Young, Norcross, Lloyd. Northam, Hanson, Bell and I. Alexander

YOU ARE HEREBY SUMMONED TO A MEETING TO BE HELD ON THURSDAY 11TH NOVEMBER 2021
AT 3.30PM AT THE STEYNING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

GDPR Notice - Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning Parish Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place. Any equipment used in the Steypning Centre and plugged into the main electrical supply must be PAT tested.

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 or (preferably) to answer questions which have been submitted in writing to the Deputy Clerk by noon on Monday 8th November 2021.*
- 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 14th September 2021.
- 5.0 SPC OFFICE WORKLOAD** (*supporting papers*)
To review and agree how to work towards the completion of the outstanding projects on the Councils 'To Do List', to possibly involve the setting up of an all-committee member working party to enable this
- 6.0 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 items 7 and 8 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.
- 7.0 STAFFING MATTERS** (*supporting papers*)
 - 7.1** To discuss and agree whether to formally re-instate the Steypning Admin Assistant position to pre-Covid agreed 25 Hours per week
 - 7.2** To discuss and agree a Job Evaluation by SLCC and NALC for the Clerk and Deputy Clerk's pay grade, this having not been evaluated for at least 10 years.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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8.0 GOVERNANCE

8.1 To discuss and agree a response to allegations of bias and predetermination of the Personnel Committee

9.0 INFORMATION AND CORRESPONDANCE ITEMS

10.0 DATE OF NEXT FULL COUNCIL MEETING: Monday 15th November 2021

**John Fullbrook,
Steyping Parish Clerk**