



The Steypning Centre, Fletchers Croft, Steypning
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Date published 26th January 2022

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 TUESDAY 1st FEBRUARY 2022
AT 7.30PM 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 Friday 28th January 2022.
- 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 10th January 2022.
- 5.0 INFORMATION AND CORRESPONDANCE ITEMS**
None at time of printing
- 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 item 7 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 a recommendation to Full Council regarding Salary re-grading for Clerk and Deputy Clerk based upon the results of the independent evaluation carried out by LCC on behalf of SLCC, and other briefing notes.
 - 7.2** To discuss and agree if there is a need to further consider providing additional staffing resource to address the significant excess hours being undertaken by the office staff following recommendation from working party.
 - 7.3** To discuss and agree if there is a need to further consider that the Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night following recommendation from working party.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 7.4** To discuss and agree to recommend to Full Council a raise to hourly rates for Caretakers and Admin Assistant, to coincide with the agreed rise to National Minimum Wage levels due in April 2022.
- 7.5** To discuss and agree a formal complaint to the committee

8.0 DATE OF NEXT FULL COUNCIL MEETING: Monday 21st February 2022

**John Fullbrook,
Steyping Parish Clerk**