
MEETING OF PERSONNEL COMMITTEE

HELD ON 11TH NOVEMBER 2021 AT 3.30PM AT THE STEYNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Ian Alexander, Lloyd and Northam

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: 1

Meeting commenced: 3.30 pm

DRAFT MINUTES (Non- Confidential)

Pe/21/15 APOLOGIES FOR ABSENCE

15.1 There were apologies for absence from Councillors Hanson and Bell

Pe/21/16 DECLARATIONS OF INTEREST

16.1 There were no declarations of interest from councillors.

Pe/21/17 QUESTIONS FROM THE FLOOR {In summary}

17.1.1 Trevor Cree made a point concerning Agenda item 8.1 (Governance) and stated that he felt this was not the correct committee to discuss the issue, instead he felt it should be a Full Council discussion. {The Clerk later pointed out that every committee could discuss its own governance}. He also stated he thought the proportion of staffing costs was more than other councils, and that SPC officers should obtain training, and did not need to attend the same meetings and the decision to decrease the number of council meetings has increased the Clerks workload not decreased it. He then made a statement concerning the Wicksteed report and children's play areas.

17.1.2 Cllr Norcross made 2 points of order concerning some of Mr Cree's points as they were not related to this meeting and they were not an accurate representation.

17.1.3 Cllr Young requested for him to stop his statement at this point as he had been given more than the 2 minute allowance, and she responded to the comment that 2 clerks should not be attending the same meeting and informed that the Deputy Clerk attends the meetings in her own time. Steyning Parish council has more meetings than most other councils and the Planning and Premises Committee, which the rescheduling of meetings enabled –works very well.

The Clerk stated that the new meeting schedule is now reasonable and has been generally a more productive process. He stated, in response to Trevor's comment that the staffing costs are more than other councils, that in fact Steyning Parish Council's staffing numbers and associated costs are lower than similar councils.

Cllr Norcross left the meeting at this point with apologies that she had to be temporarily elsewhere and would return

Pe/21/18 MINUTES OF PREVIOUS MEETING

18.1 Cllr Young **proposed, seconded** by Cllr Northam that the Personnel Committee non confidential minutes from 14th September 2021 be accepted as a true and fair record. **Agreed**

Pe/21/19 SPC OFFICE WORKLOAD

- 19.1 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
- The Clerk had sent out a chart illustrating a summary of the office workload to all committee members and spoke to each section in turn explaining the work involved and expected time taken. He explained that the main problem the Council faced in consideration of completing its tasks was that too much of the officers and councillors time was involved in dealing with 'extraordinary council business' which are the items that most councils do not have to deal with such as FOI's. Code of Conduct complaints, disruption of public meetings, internal Cllr arguments, social media complaints and unhelpful communications with external bodies all of which have be dealt with and cause a great deal of time being taken away from the proper council work and increasing the number of hours required to be able to deal with the everyday tasks. Following a long discussion with each councillor giving their opinion and attempt at finding a solution to the extremely unworkable, burdensome and deplorable situations that are occurring at present. *{Cllr Norcross returned during this discussion but did not vote}*
- Cllr Young **proposed, seconded** by Cllr Lloyd to set up an all Personnel Committee working party to work towards the completion of the outstanding projects and other personnel issues in view of the hours being worked by the Clerk. **Agreed**

Pe/21/20 CONFIDENTIAL SESSION

- 20.1 Cllr Young **proposed, seconded** by Cllr Northam 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. **Agreed**

Pe/21/21 STAFFING MATTERS

- 21.1 To discuss whether to formally re-instate the Steyning Admin Assistant position to pre-Covid Agreed 25 Hours per week. Cllr Young **proposed, seconded** by Cllr Norcross that following the Covid period of reduced workload, that the Steyning Admin Assistant has a 25 Hour week reinstated. **Agreed**
- 21.2 To discuss 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. The committee received papers which included a NALC self- evaluation spreadsheet and another evaluation procedure which was to be used in the event of a dispute. After discussions to seek the most appropriate evaluation process. Cllr Young **proposed, seconded** by Cllr Norcross that committee agree that, subject to it being an assessment and not part of an appeals process, that SLCC undertake an independent evaluation assessment on the role and pay rates of the Clerk and Deputy Clerk, and that the Clerk and Chair of Personnel are delegated to seek the appropriate assessment process from NALC {SLCC} and that the evaluation results are brought back to this committee. **Agreed**

Pe/21/22 GOVERNANCE

- 22.1 To discuss a response to allegations of bias and predetermination of the Personnel Committee. Cllr Young **proposed, seconded** by Cllr Norcross that there was an ongoing need for a duty of care for its Staff, and the committee have met and discussed and refutes all allegations of bias and predetermination. **Agreed**

Pe/21/23 INFORMATION AND CORRESPONDANCE ITEMS

- 23.1 None

Pe/21/24 DATE OF NEXT FULL COUNCIL MEETING: Monday 15th November 2021

The Chairman closed the meeting at 5.20pm

Signed

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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