

MEETING OF PERSONNEL COMMITTEE

HELD ON 10TH JANUARY 2022 AT 11AM AT THE STEYPNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Lloyd and Hanson

Clerk: John Fullbrook

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: None

Meeting commenced: 11am

DRAFT MINUTES (Non- Confidential)

Pe/21/25 APOLOGIES FOR ABSENCE

25.1 There were apologies for absence received from Councillors Northam, I. Alexander and Bell

Pe/21/26 DECLARATIONS OF INTEREST

26.1 There were no declarations of interest from councillors.

Pe/21/27 QUESTIONS FROM THE FLOOR {In summary}

27.1.1 Questions had been received from Cllr Campbell prior to the meeting and the Chair went on to summarise the questions and then to answer them

27.1.2 **Q.** Has the Clerk received the backdated incremental pay rise of £895.00 which was recommended in November 2020 and was conditional on a satisfactory appraisal by the Chair and Vice Chair.

A The Clerk did receive back pay for the incremental pay rise of £596.64 It was conditional of an appraisal being completed and the appraisal was carried out in February 2021.

27.1.3 **Q** Cllr Campbell stated that he could not see any report that the conditional appraisal was ever carried out.

A It was duly undertaken in February 2021 and this is now therefore on the record that the appraisal Was undertaken.

27.1.4 **Q** Why was the job evaluation done by a representative of the SLCC and not by NALC.

A The evaluation was undertaken in accordance NALC and SLCC joint agreement which has been in place since 2005, therefore it is NALC approved and is completely objective. A NALC self-assessment was initially carried out by the Personnel Committee and the Office, however the Personnel Committee had agreed that an independent assessment would prove rather more objective to all councillors rather than a self- assessment which is why the objective assessment was carried out.

27.1.5 **Q** Is it correct that a 1.75% salary increase has been approved by the NJC from April 2021.

A We are unaware of an increase since being agreed . Salaries are still being paid on 2020 agreement and information is still awaited for the 2021 pay rise. The Clerk informed the NJC are still negotiating the 2021-22 pay claim.

27.1.6 **Q** Could the Committee publicly confirm that under item 7.3 it is being asked to recommend that SPC increase its salary budget by about 20%.

A *The budget for this year 2021/22 was based upon a worst case scenario whereby Covid was being taken into account which meant that the current year's salary budget (£116,300) is actually a 15.1%*

reduction from the previous years figure of £137,000 – that being the last ‘normal’ budgeted figure To compare the budget figure for year 2020/21 with the proposed expenditure figure being £137,000. Which is two years on from this figure £154,000 would be an increase of 12.4% over two years or approximately 6% rise year on year. In the last two years the minimum wage has risen as follows 20/21 – £8.72, 21/22 - £8.91, 22/23 will be £9.50 – an increase over the same two years of 9% From April 2017 to April 2022 the increase to minimum wage has been 26.7% which is roughly 55% of the overall budget Salary expenditure is rightly or wrongly based upon payment to employees on a minimum wage. The figure of £154,000 has been calculated using a 9% increase to expenditure to cover those staff on a minimum wage plus adding the remainder to cover the rise in salary for the Clerk and Deputy Clerk based upon a reassessed pay scale.

27.1.7 Q Why is setting the HR support and salaries budget considered to be confidential

A It is the right way to do it when considering the reasons for Staff Salary amendments and potential increases. They are at first discussed confidentially at the Personnel Committee and the recommendations will be discussed in public at the F&GP Meeting.

Pe/21/28 MINUTES OF PREVIOUS MEETING

28.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 11th November 2021 be accepted as a true and fair record. **Agreed**

Pe/21/29 INFORMATION AND CORRESPONDANCE ITEMS

29.1 None

Pe/21/30 CONFIDENTIAL SESSION

30.1 Cllr Young **proposed, seconded** by Cllr Norcross 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 agenda item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/21/31 STAFFING MATTERS

31.1 To discuss and agree a recommendation to F&GP regarding Salary re-assessment for Clerk and Deputy Clerk based upon the results of the independent evaluation carried out by LCC on behalf of SLCC. The Salary Evaluation was an independent report carried out by NALC/SLCC in accordance with the Joint Agreement on Terms and Condition 2005. The recommendations from the Salary Evaluation Report are that:

- A The post of Clerk, Responsible Financial Officer and Steyning Centre Manager be graded at SCP37-41 (LC3 Substantive).
- B The post of Deputy Clerk and Deputy Steyning Centre Manager be graded at SCP 24-28 (LC2 Substantive).
- C The council considers providing additional staffing resource to address the significant excess hours.
- D The Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night.

Cllr Young **proposed, seconded** by Cllr Norcross to recommend to F&GP that the recommendations A, B C and D are agreed, however the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Agreed.**

31.1.2 Cllr Lloyd **proposed, seconded** by Cllr Young that the rebuttal to Cllr Campbell’s rebuttal document to go on the website should include the original email from Cllr Campbell to the insurers, the email from the insurance broker of 27th August reinstating the insurance cover, the email from Wicksteed on the report that had been sent and the email from Cllr Campbell to the Monitoring Officer, Trevor Leggo and Ian Davison regarding dissolving the Council on 5th September. This should be circulated to the personnel

committee for agreement before going onto the website. **Agreed.**

31.2 To review continuing criticisms of the Council and staff being made by a Cllr and agree recommendations to full council for any actions to be taken.

Cllr Lloyd **proposed, seconded** by Cllr Norcross that the Personnel Committee recommends the Council resolves that the Chair and Vice Chair should arrange a meeting with the Monitoring Officer to discuss why a number of Code of Conduct Complaints made to the Standards Committee have not been answered or responded to in a timely fashion. **Agreed.**

Cllr Norcross left the meeting at 12.30pm

31.3 To discuss and agree a recommendation for the budget for 'HR support' and for 'Salaries' for fiscal year 22/23

Cllr Hanson **proposed, seconded** by Cllr Lloyd to recommend to F&GP that £1000.00 is budgeted for HR Support to use for staff contracts and arbitration meetings. **Agreed.**

Cllr Young **proposed, seconded** by Cllr Hanson that Personnel Committee agree to the recommend to F&GP that the proposed salaries increase for the fiscal year 22/23 (Budget line 4000) according to the budget supporting paper (£154.000) and that the supporting paper and notes from this meeting be sent out by the Clerk for the next F&GP Committee meeting. **Agreed.**

Pe/21/32 DATE OF NEXT FULL COUNCIL MEETING: Monday 17th January 2022

The Chairman closed the meeting at 12.46 am

Signed

Chairman