
MEETING OF PERSONNEL COMMITTEE

HELD ON 1st FEBRUARY 2022 AT 7.30PM AT THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: None

Meeting commenced: 7.30pm

DRAFT MINUTES (Non- Confidential)

Pe/21/33 APOLOGIES FOR ABSENCE

- 33.1** There were apologies for absence received from Councillor Bell.
Cllr Lloyd had stated that he would attempt to arrive as soon as possible following another Commitment. (Cllr Lloyd arrived at 7.45pm).

Pe/21/34 DECLARATIONS OF INTEREST

- 34.1** There were no declarations of interest from councillors.

Pe/21/35 QUESTIONS FROM THE FLOOR

- 35.1** None

Pe/21/36 MINUTES OF PREVIOUS MEETING

- 36.1** Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 10th January 2022 be accepted as a true and fair record. **Agreed**

Pe/21/37 INFORMATION AND CORRESPONDANCE ITEMS

- 37.1** None

Pe/21/38 CONFIDENTIAL SESSION

- 38.1** 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 agenda item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/21/39 STAFFING MATTERS

Cllr Young brought forward items 7.2, 7.3 and 7.4 to be discussed first and items 7.1 and 7.5 will be discussed with the absence of the Clerk and Deputy Clerk .

- 39.1 To discuss and agree if there is a need to further consider providing additional staffing recourse to address the significant excess hours being undertaken by the office staff following recommendation from the working party.**
The committee discussed the recommendation from the working party for the Admin Assistant to assist with the current workload.
Cllr Young **proposed seconded** by Cllr I Alexander that the Admin Assistant's hours should be increased by 4 hours per week to temporarily assist the office with the workload to be reviewed after 6 months. **Agreed.**
- 39.2 To discuss and agree if there is a further need to 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 the working party.**
The working party, following conversations with the Deputy Clerk and Admin Assistant, recommended the following:
Cllr Young **proposed, seconded** by Cllr Norcross that the Deputy Clerk and the Admin Assistant continue to work voluntary at the Community Film Night however the decision should be open to review at any time in consideration with the staff. **Agreed.**
- 39.3 To discuss and agree to recommend to Full Council a raise the hourly rates for Caretakers and the Admin Assistant to coincide with the agreed rise to National Minimum Wage levels due in April.**
Cllrs discussed rates above the National Minimum Wage for the Caretakers and the Admin Assistant.
Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee recommends to Full Council an increase above the National Minimum Wage, as per the supporting paper, for the hourly rate of pay for the Caretakers from 1st April 2022. **Agreed.**

Cllr Young **proposed, seconded** by Cllr Northam that the Personnel Committee recommends to Full Council an increase above the national minimum wage, as per the supporting paper, for the hourly rate of pay for the Admin Assistant from 1st April 2022. **Agreed.**

The Clerk and Deputy left the meeting at 8.30pm.
- 39.4 To discuss and agree a recommendation to Full Council regarding salary re-grading for Clerk and Deputy Clerk based upon of the independent evaluation carried out by LCC on behalf of SLCC and other briefing notes.**
Cllr Norcross **proposed, seconded** by Cllr Lloyd that the Personnel Committee recommends to Full Council that the Clerk's salary changes from LC2 to LC3 FROM 1ST April 2022 in accordance with the evaluation carried out by the LCC in January 2022. **Agreed.**
- 39.4.1** Cllr Norcross **proposed, seconded** by Cllr Young that the Personnel Committee recommends to Full Council that the Deputy Clerk's salary is paid at the full rate of the salary scale LC2 from 1st April 2022 in accordance with the evaluation carried out by the LCC in January 2022. **Agreed.**
- 39.5 To discuss and agreed a formal complaint to the committee.**
Following a full and in depth consideration of the complaint
Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee having considered in depth the complaints submitted on January 25-28 2022, a response will be sent to the complainant. **Agreed**
5 for and 1 abstention.

Pe/21/40 DATE OF NEXT FULL COUNCIL MEETING: Monday 17th January 2022

The Chairman closed the meeting at 9.52pm

Signed

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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