



The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XL

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MEETING OF THE PERSONNEL COMMITTEE

HELD ON 6TH APRIL 2022 AT 6.30PM AT THE STEYNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Lloyd, Bell and I. Alexander

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the public: None

Meeting Commenced: 6.30pm

MINUTES (Non -Confidential)

Pe/21/41 APOLOGIES FOR ABSENCE

41.1 There were apologies from Cllrs Northam and Hanson

Pe/21/42 DECLARATIONS OF INTEREST.

42.1 There were no declarations of interest from Cllrs.

Pe/21/43 QUESTIONS FROM THE FLOOR

43.1 None for this meeting

Pe/21/44 MINUTES OF PREVIOUS MEETING

44.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 1st February 2022 be accepted as a true and fair record. **Agreed** 4 for and 1 abstention

Pe/21/45 INFORMATION AND CORRESPONDANCE ITEMS

45.1 None

Pe/21/46 STAFFING MATTERS

46.1 To discuss and agree a recommendation to Full Council regarding proposed Staff discounts for Steyning Centre Hall Hire fees, for personal events only.

A draft policy was sent out to committee members prior to the meeting.

Cllr discussed the draft policy and made 3 amendments, remove the word 'etc', replace 'signed off' with 'agreed by' and change '20%' to '25%'.

Cllr Young **proposed, seconded** by Cllr Norcross to recommend to Full council that the Staff Discount Policy for Hall Hire be approved. **Agreed.**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

- 46.2 To discuss and agree payment of Clerks Cilca training course - £365. {Qualification fee already paid}**
The Clerk informed that he has paid the qualification fee of £410 so that the course can be started with immediate effect. The mentoring fee is a further £365. The course is expected to take approximately 200 hrs, 6 to 12 months. A Learning Agreement has been signed by the Clerk, Chairman and Vice Chairman of the Council on behalf of the council as its commitment to the Cilca course being completed. Following full consideration, Cllr Norcross **proposed, seconded** by Cllr Young the Personnel Committee recommend to Full Council that the Council pay the full amount of £775.00 the Cilca training course. **Agreed.**

Pe/21/47 CONFIDENTIAL SESSION

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 item 8 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

Pe/21/48 STAFFING MATTERS

- 48.1 To consider the Clerk's Appraisal report and discuss and agree a recommendation to Full Council for a subsequent pay award in line with previous Full Council agreement.**
'Cllr Norcross **proposed, seconded** by Cllr S. Alexander that both proposals be voted on at the same time and that Full Council agrees that the Clerk's salary changes from {NALC Scale} LC2 to LC3 from 1st of April 2022 in accordance with the independent evaluation carried out by LCC in January 2022 and that the Clerk starts at the bottom of that scale. **Agreed**'
Cllr Norcross **proposed, seconded** by Cllr Bell having considered the Clerks appraisal of 24th March 2022 the Personnel Committee recommends to Full Council the subsequent pay award in line with the previous Full Council agreement. **Agreed**

Pe/21/49 DATE OF NEXT FULL COUNCIL MEETING: Monday 11th April 2022

The Chairman closed the meeting at 7.35pm

Signed Chairman