



The Steypning Centre, Fletchers Croft, Steypning
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MEETING OF THE PERSONNEL COMMITTEE

HELD ON 22nd FEBRUARY 2022 AT 2.00PM AT THE STEYNING CENTRE

Present: Cllrs, Young, Norcross, Bell, I. Alexander, Hanson and S. Alexander

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the public: None

Meeting Commenced: 2.00pm

DRAFT MINUTES (Non - Confidential)

Pe/22/18 APOLOGIES FOR ABSENCE

18.1 There were apologies from Cllr Lloyd

Pe/22/19 DECLARATIONS OF INTEREST.

19.1 There were no declarations of interest from Cllrs.

Pe/21/20 QUESTIONS FROM THE FLOOR

20.1 None for this meeting

Pe/22/21 MINUTES OF PREVIOUS MEETING

21.1 Cllr Norcross **proposed, seconded** by Cllr Simon Alexander that the Personnel Committee non confidential minutes from 16th November 2022 be accepted as a true and fair record. **Agreed**

Pe/22/22 INFORMATION AND CORRESPONDANCE ITEMS

22.1 None

Pe/22/23 CONFIDENTIAL SESSION

23.1 To discuss and agree the Caretakers and Admin Assistant annual pay Increase for recommendation to F&GP.

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

Pe/22/24 STAFFING MATTERS

The Chairman proposed to bring forward item 7.2 on the agenda

24.1 To discuss and agree the Caretakers and Admin Assistant annual pay increase for recommendation to F&GP as per the supporting paper.

Cllr Young **proposed, seconded** by Cllr Simon Alexander to recommend to F&GP committee to maintain



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the rate above the National Living Wage, as suggested, at the 9.7% increase for the Caretakers and the Admin Assistant. **Agreed.**

The Clerk and Deputy Clerk left the meeting at 2.30pm

24.2 To consider the Clerk's Appraisal review and discuss and agree any further comments.

The committee was unanimous in its appreciation for the Clerk's dedication and effort he puts into his work to serve Parish residents and Councillors. He is also commended for being on track to complete his CILCA qualification in the coming weeks.

Cllr S Alexander **proposed seconded** by Cllr Hanson that the Personnel committee agree the Clerk's appraisal review dated January 2023. **Agreed.**

Pe/22/25 Review- Under SPC COMPLAINTS PROCEDURE – to consider complaint made by a Parish Councillor against a member of Staff and to discuss and agree any actions.

25.1 The complaint referred to the SPC Playground Closures in August 2021 and the allegation that the Clerk had subsequently deliberately withheld information from Cllr Campbell which amounted to a "cover up" of the Council's actions.

The complaint raised by Cllr Campbell was framed as a call for action in relation to perceived withholding of information by the Clerk.

Cllr Bell **proposed, seconded** by Cllr Norcross After careful consideration it is the unanimous opinion of the committee that none of the information that was entitled to be seen by Councillors had been withheld and therefore the complaint was not upheld. **Agreed.**

Pe/22/26 Date of next Full Council Meeting: Monday 17th April 2023.

The meeting closed at 3.20 pm