



The Steyning Centre, Fletchers Croft, Steyning
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TO ALL MEMBERS OF STEYNING PARISH COUNCIL PERSONNEL COMMITTEE

Cllrs Young, Norcross, Bell, Linfield, Lloyd, Johnson and M Alexander

**YOU ARE HEREBY SUMMONED TO A MEETING TO BE HELD ON TUESDAY 31ST OCTOBER 2023
AT 6.30PM AT THE STEYNING CENTRE**

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

GDPR Notice - Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place. Any equipment used in the Steyning Centre and plugged into the main electrical supply must be PAT tested.

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence.
- 2.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regard their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - *Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions or (preferably) to answer questions which have been submitted in writing to the Deputy Clerk by noon on Friday 27th October 2023.*
- 4.0 MINUTES OF PREVIOUS MEETING** – To approve as a true and fair record, and the chair to sign the minutes of the Personnel committee meeting held on the 22nd August 2023.
- 5.0 INFORMATION AND CORRESPONDANCE ITEMS** - None at time of printing
- 6.0 CONFIDENTIAL SESSION** - 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 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain
- 7.0 STAFFING MATTERS.**
 - 7.1** To consider and agree an Officer/Councillor 'Respect Resolution' protocol observance.
 - 7.2** Report on the implementation and commencement of the new Caretaker Part time Staff Contracts
 - 7.3** To consider recommending new Job Description and Person Specification details for the proposed part-time JPYC Lead Youth Worker, and 2 x part-time Youth support Workers
 - 7.4** To discuss and agree to recommend to Full Council a draft 12-month review to the SPC 'Implementation Plan'
 - 7.5** To consider the Clerk's Appraisal review and discuss and agree the incremental rise 2023-24.
- 8.0 DATE OF NEXT FULL COUNCIL MEETING: Monday 20th November 2023**

John Fullbrook,
Steyning Parish Clerk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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