



The Steypning Centre, Fletchers Croft, Steypning
West Sussex, BN44
3XL
Tel. 01903 812042

www.steyningpc.gov.uk

MEETING OF THE PERSONNEL COMMITTEE

HELD ON 22nd AUGUST 2023 AT 7.00PM AT THE STEYNING CENTRE

Present: Cllrs, Young, Norcross, Bell, Linfield, Lloyd and M Alexander

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the public: None

Meeting Commenced: 7.00pm

DRAFT MINUTES (Non - Confidential)

Pe/23/01 APOLOGIES FOR ABSENCE

01.1 There were apologies from Cllr Johnson

Pe/23/02 DECLARATIONS OF INTEREST.

02.1 There were no declarations of interest from Cllrs.

Pe/23/03 QUESTIONS FROM THE FLOOR

03.1 None for this meeting

Pe/23/04 MINUTES OF PREVIOUS MEETING

04.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 22nd February 2023 be accepted as a true and fair record. **Agreed**

Pe/23/05 INFORMATION AND CORRESPONDANCE ITEMS

05.1 None

Pe/23/06 CONFIDENTIAL SESSION

06.1 Cllr Young **proposed, seconded** by Cllr Bell 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, 8, 9, 10 and 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/23/07 COMPLAINT DATED 17TH JULY FROM A COUNCILLOR – To discuss the complaint and agree a response

and action if necessary. A complaint was received concerning the obstruction by the Clerk in withholding information believed to be entitled to under common law duty.

There was discussion about the “right to know” which limits the giving of information to that necessary to perform a specific task and is not a blanket term for acquiring general information which may be deemed as “fishing”. In the light of this, The Personnel committee finds that the complaint sent on 17.07.2023 against the Clerk has no merit and it is not upheld. **Proposed** by Cllr Young, **seconded** by Cllr Lloyd. **Agreed**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

Pe/23/08 COMPLAINT DATED 19TH JULY FROM A COUNCILLOR - To discuss the complaint and agree a response and action if necessary. A complaint was received by the Chair of Council from a Councillor with concerns over another Councillor continually bullying the Clerk. The discussion centred around the Hoey Ainscough review and the continuation of similar behaviour for many years with no sign of change. This complaint was considered together with agenda item 9.0 as it concerned the same issues. Cllr Norcross to inform the complainant(s) of the decision.

Pe/23/09 NON-COMPLIANT EMAILS – To discuss emails of a possibly non-compliant nature in terms of SPC Policies and agree a recommendation to take forward to Full Council meeting.

In addition to the discussion of the agenda item 8 above the following motion was Agreed
The Personnel committee will submit a Code of Conduct complaint to HDC about one Councillor due to his ongoing behaviour and communication with the office, other Councillors and outside bodies.

Proposed by Cllr Young, **seconded** by Cllr M Alexander. **Agreed**

In addition, it is proposed that the Chair and Vice Chair of Council will write a section to be included in the Officer/Councillor Protocol which, by the way of an amendment, gives further guidance on what the Council needs to consider when forced to deal with vexatious, burdensome and disrespectful communications – and this to be taken to the Working Practices group.

Proposed by Cllr Young, **seconded** by Cllr M Alexander **Agreed**

Pe/23/10 CARETAKERS CONTRACTS - To agree the caretakers' contracts and recommend to full council.

The Cllrs discussed the draft contracts which are based on the NALC Model for Clerks/Deputy Clerks and other council's caretaker contracts.

Cllr Young **proposed**, **seconded** by Cllr Norcross to recommend to full council to full council that the contract document becomes the new format and script for the Caretakers Contracts. **Agreed**

Pe/23/11 CLERKS SALARY INCREMENT INCREASES FOLLOWING APPRAISAL AND CILCA COMPLETION – to discuss and agree the Clerk's increment increases and recommend to Full Council .

The Personnel committee recommends to full Council that having achieved the Certificate in Local Council Administration, the Clerk is awarded an additional increment in accordance with 9.3 of his contract of employment. **Proposed** by Cllr Young, **seconded** by Cllr Linfield **Agreed**

Pe/23/12 Date of next Full Council Meeting: Monday 18TH September 2023.

The meeting closed at 8.05pm