
MEETING OF THE PERSONNEL COMMITTEE

HELD ON 31ST OCTOBER 2023 AT 6.30PM AT THE STEYNING CENTRE

Present: Cllrs Young, Norcross, Linfield, Johnson and M Alexander
Cllr Lloyd arrived at 6.38pm

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the public: None

Meeting Commenced: 6.36pm

DRAFT MINUTES (Non - Confidential)

Pe/23/13 APOLOGIES FOR ABSENCE

13.1 There were no apologies from Cllrs

Pe/23/14 DECLARATIONS OF INTEREST.

14.1 There were no declarations of interest from Cllrs.

Pe/23/15 QUESTIONS FROM THE FLOOR

15.1 None for this meeting

Pe/23/16 MINUTES OF PREVIOUS MEETING

16.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 22nd August 2023 be accepted as a true and fair record. **Agreed** 4 for and 1 abstention

Pe/23/17 INFORMATION AND CORRESPONDANCE ITEMS

17.1 None

Pe/23/18 CONFIDENTIAL SESSION

18.1 Cllr Young **proposed, seconded** by Cllr Linfield 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/23/19 STAFFING MATTERS.

19.1 To consider and agree an Officer/Councillor 'Respect Resolution' protocol observance.

Cllrs discussed the protocol and possible resolutions.

Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee recommend to Full Council that should a particular Cllr restart behaviour that breaches the Respect Resolution then due process will be invoked. The Personnel Committee will invite the Cllr to attend a meeting. **Agreed.**

19.2 Report on the implementation and commencement of the new Caretaker Part time Staff Contracts.

The Caretakers have all accepted and signed the new contracts. The Clerk and Deputy Clerk were thanked for their work on these contracts.

19.3 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

Cllrs discussed the draft contracts. HDC Officers Liz Burt and Dan Fairchild had sent the Clerk some suggested amendments for both proposed contracts which Cllrs were happy to accept.

Cllr Young **proposed, seconded** by Cllr Johnson that, with the amendments in place, to send the draft contracts to the JPYC committee for their comments and approval. **Agreed.**

Cllr Young **proposed, seconded** by Cllr Johnson to send the draft contracts to Bramber and Upper Beeding Parish Councils and ask that they send comments to JPYC committee. **Agreed.**

19.4 To discuss and agree to recommend to Full Council a draft 12-month review to the SPC 'Implementation Plan'

Cllrs discussed the draft implementation plan and suggested some amendments to wording.

Cllr Young **proposed, seconded** by Cllr Johnson to recommend the amended version of the implementation Plan review to Full Council on 20th November. **Agreed**

19.5 To consider the Clerk's Appraisal review and discuss and agree the incremental rise 2023-24.

Cllr Young **proposed, seconded** by Cllr Linfield that the clerk's salary increments are awarded annually subject to satisfactory appraisals and that this increment due for April 2023/2024 be agreed and back dated to April 2023. **Agreed**

Pe/23/20 Date of next Full Council Meeting: Monday 20th November 2023.

The meeting closed at 7.50pm