



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

Tel. 01903 812042

www.steyningpc.gov.uk

MEETING OF THE PERSONNEL COMMITTEE

HELD ON 14TH DECEMBER 2023 AT 2PM AT THE STEYNING CENTRE

Present: Cllrs Young, Norcross, Lloyd, Linfield, Johnson and Bell

Clerk: John Fullbrook

Members of the public None

Meeting Commenced 6.30pm

DRAFT MINUTES (Non - Confidential)

Pe/23/21 APOLOGIES FOR ABSENCE

21.1 There were apologies received from Cllr Mariella Alexander

Pe/23/22 DECLARATIONS OF INTEREST.

22.1 There were no declarations of interest from Cllrs.

Pe/23/23 QUESTIONS FROM THE FLOOR

23.1 None for this meeting

Pe/23/24 MINUTES OF PREVIOUS MEETING

24.1 Cllr Young **proposed, seconded** by Cllr Johnson that the Personnel Committee non - confidential minutes from 31ST October 2023 be accepted as a true and fair record. **Agreed 5 For, 1 Abstained**

Pe/23/25 INFORMATION AND CORRESPONDENCE ITEMS

25.1 None

Pe/23/26 CONFIDENTIAL SESSION

26.1 Cllr Young **proposed, seconded** by Cllr Lindfield 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/23/27 STAFFING MATTERS.

27.1 **Status of Occupational Health Request** - Members welcomed the progress report on the early retirement request, and understood that the local government pension scheme appointed independent registered medical practitioner needed first to complete an initial investigation, before a determination could be made as to what representative tier would be appropriate. When this was reported then the committee understood they would be in a position to recommend to council a course of action.

27.2 **Job Description and person specification agreement for new appointment** – An amended Job description and new person specification were presented as supporting papers and discussed and further amended. Other associated points were raised in connection with prospective duties, and motions proposed in order to progress their resolution.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

- 27.2.1** Cllr Young **proposed, seconded** by Cllr Bell that the clerk prepare options for flexible part-time working arrangements should {the individual} not be capable of completing the remaining {shifts}. **Agreed**
- 27.2.2** Cllr Young **proposed, seconded** by Cllr Bell that SPC accept the job description (inc. person specification) as per the supporting papers and with the amendments included as discussed. **Agreed**
- 3.04pm** *Cllr Bell left the meeting at this point, having given apologies for having to attend a previous engagement*
- 27.2.3** Cllr Young **proposed, seconded** by Cllr Lindfield that the clerk investigates an out of hours alarm call out service {Intruder alarm} and bring back options to F&GP committee for agreement. **Agreed**
- 27.3** **Advert for Job vacancy, to agree where the advert ought to be placed and the likely costs** – Following the agreement of the job description members considered the timescales involved with this particular staff selection process and erred on the side of ensuring the best spread of publicity was undertaken so that an appointment had the best chance of being completed at the first time of asking. Members were also appraised of a range of costs involved with different advertisers.
- 27.3.1** Cllr Young **proposed, seconded** by Cllr Lindfield that the Clerk place the job advert {Deputy Clerk and Steyning Centre Operations Manager} with NALC {at premium rate @ £300 +VAT}, Indeed {Zero cost}, and HDC {Zero Cost} and any other low-cost publicity arrangement as necessary. **Agreed**
- 27.3.2** Cllr Young **proposed, seconded** by Cllr Johnson that the clerk ensures the Job advert goes out as soon as is possible from the beginning of January. **Agreed**
In terms of timescales, the members worked their way back from likely appointment date and taking into account the Christmas / New Year break, it was suggested the Clerk begin to send out adverts to prospective publicity organisations by the end of the 21st of December.

Pe/23/28 Date of next Full Council Meeting: Monday 15th January 2024

The meeting closed at 3.31pm

Signed **Date of next personnel meeting to be confirmed**

Chair