

MEETING OF THE PERSONNEL COMMITTEE

HELD ON THE 15TH FEBRUARY 2023 AT 11.15 AM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public None

Meeting Commenced 11.18 am

DRAFT MINUTES (Non - Confidential)

Pe/23/29 APOLOGIES FOR ABSENCE

29.1 There were apologies received from Cllrs Johnson and Bell.

Pe/23/30 DECLARATIONS OF INTEREST.

30.1 There were no declarations of interest from Cllrs.

Pe/23/31 QUESTIONS FROM THE FLOOR

31.1 None for this meeting

Pe/23/32 MINUTES OF PREVIOUS MEETING

32.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non - confidential minutes from 14th December 2023 be accepted as a true and fair record. **Agreed**

Pe/23/33 INFORMATION AND CORRESPONDENCE ITEMS

33.1 None

Pe/23/34 CONFIDENTIAL SESSION

34.1 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/23/35 STAFFING MATTERS.

35.1.1 **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 had carried out a full and independent assessment – The report of which was part of the confidential supporting papers.

35.1.2 Cllr Young **proposed, seconded** by Cllr Norcross that SPC Personnel Committee recommends to Full Council that SPC accept the advice of the independent medical practitioner and grant {the employee} the tier one ill health early retirement pension figure. **Agreed**

- 35.2.1 New Employment selection process** – Members were presented, via supporting papers with the details of the procedures undertaken so far, including a summary of the job adverts and initial response rate. The closing date for the position was the 9th February '24. There were 14 applications for the position that had been submitted to the office and there were four candidates to be interviewed. Members considered the details of those due to be invited for interview, plus who was to take part in the interview panel.
- 35.2.2** Cllr Young **proposed, seconded** by Cllr Norcross that the interview panel consists of the Clerk, the Chair of the Personnel Committee {Cllr Chris Young}, and Cllr Richard Bell if he was available, with Cllr Charlotte Lloyd as a reserve. **Agreed**
- 35.2.3** Cllr Young **proposed, seconded** by Cllr Norcross that Personnel Committee recommend to Full Council that the Selection panel have delegated authority to appoint the successful candidate for a three-month probationary period, with SPC Full Council approving the appointment subject to the satisfactory completion of the three-month probationary period. And that two personnel committee members be part of the probationary period appraisal panel. **Agreed**

Pe/23/36 Date of next Full Council Meeting: Monday 19th February 2024

The meeting closed at 11.38am

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

Chair