
MEETING OF THE PERSONNEL COMMITTEE

HELD ON THE 22nd MARCH 2024 AT 11.15 AM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public None

Meeting Commenced 10.40 am

DRAFT MINUTES (Non - Confidential)

Pe/23/37 APOLOGIES FOR ABSENCE

37.1 There were apologies received from Cllr Johnson.

Pe/23/38 DECLARATIONS OF INTEREST.

38.1 There were no declarations of interest from Cllrs.

Pe/23/39 QUESTIONS FROM THE FLOOR

39.1 None for this meeting

Pe/23/40 MINUTES OF PREVIOUS MEETING

40.1 Cllr Young **proposed, seconded** by Cllr Linfield that the Personnel Committee non - confidential minutes from 15th February 2024 be accepted as a true and fair record. **Agreed**

Pe/23/41 INFORMATION AND CORRESPONDENCE ITEMS

41.1 None

Pe/23/42 CONFIDENTIAL SESSION

42.1 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 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/23/43 STAFFING MATTERS.

43.1.1 **Status of Occupational Health Request** - Members welcomed the progress report on the early retirement request, and understood that the claim form needed to be completed within 90 days of the last working day. The Clerk was actively pursuing early submission.

The Clerk also conveyed a need to ensure there was a backup plan in terms of the proposed hand over period, should start dates for the new employee not predate adequately the final working dates of the incumbent. Fortunately there was a contingency within the ill health application criteria for some post contract hours to be undertaken if needs be and provided there was only a very few hours involved.

43.1.2 Cllr Young **proposed, seconded** by Cllr M Alexander that SPC call upon {the employee} for occasional hours, but not exceeding 6 hours per calendar month and at a rate of £19.05/Hr, if needs be, and in accordance with Ill Health retirement criteria for additional hours. **Agreed**

- 43.2.1 Employment selection process** – Members were presented, with an update from the Clerk in terms of progress made towards securing the services of the newly selected candidate for the position of Deputy Clerk. After a successful interview, two references had been received and were agreed to be in keeping with expectations. There were however complications associated with the candidate’s relocation into the area, which was affecting her short-term availability. This had led to negotiations between Clerk and candidate for a working solution that SPC would find acceptable, and these options were put to members.
- 43.2.2** Cllr Young **proposed, seconded** by Cllr Norcross that Personnel Committee recommend to SPC Full Council that the new Deputy Clerk starts her employment from the 22nd April and can work 2 days a week at the Steyning Centre and three days a week remotely, for a limited period. While flexible working arrangements are in place; these will be reviewed every 3 months. **Agreed**
- 43.3.1 Discuss and agree any necessary amendments to staff contracts.** There were further considerations and required amendments discussed for recommendation regarding the incoming Deputy Clerks’ new contract, following the previous decision at point 43.2.
- 43.3.2** Cllr Young **proposed, seconded** by Cllr Bell that Personnel Committee agree to recommend to Full Council the following amendments to the new Deputy Clerk contract. First that the start date be 22nd of April, not the 15th, second that there be a 6-month probationary period, and third that the following line be added under the section – ***‘place of work’*** – *‘Remote working arrangements (as part of the normal hours) can be agreed with the Clerk for exceptional circumstances for an agreed period of time’*. **Agreed**

Pe/23/44 Date of next Full Council Meeting: Monday 15th April 2024

The meeting closed at 11.32am

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

Chair