

MEETING OF THE PERSONNEL COMMITTEE

HELD ON THE 11th APRIL 2024 AT 2PM AT THE STEYPING CENTRE

Present: Cllrs Young, Norcross, Lloyd and Linfield.

Clerk: John Fullbrook

Members of the public None

Meeting Commenced 2 pm

DRAFT MINUTES (Non - Confidential)

Pe/23/45 APOLOGIES FOR ABSENCE

45.1 There were apologies received from Cllr Johnson, Bell and Alexander.

Pe/23/46 DECLARATIONS OF INTEREST.

46.1 There were no declarations of interest from Cllrs.

Pe/23/47 QUESTIONS FROM THE FLOOR

47.1 None for this meeting

Pe/23/48 MINUTES OF PREVIOUS MEETING

48.1 Cllr Young **proposed, seconded** by Cllr Lloyd that the Personnel Committee non - confidential minutes from 22nd March 2024 be accepted as a true and fair record. **Agreed**

Pe/23/49 INFORMATION AND CORRESPONDENCE ITEMS

49.1 None

Pe/23/50 CONFIDENTIAL SESSION

50.1 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/23/51 STAFFING MATTERS.

51.1.1 **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.

51.2.1 **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. Unfortunately there were unforeseen complications which led to the preferred candidate not being able to commence duties. Members were therefore asked to consider once more advertising processes, associated costs and selection procedure details including dates and panel membership.

- 51.2.2** Cllr Young **proposed, seconded** by Cllr Norcross that the Clerk's office readvertises the Deputy Clerk & Steyning Centre Operations Manager position as soon as possible and according to the date amendments within the supporting paper {Job Advert}, and that SPC go out to all the organisations {Indeed, WSALC and NALC} that SPC went out to before. **Agreed**
- 51.2.3** Cllr Young **proposed, seconded** by Cllr Norcross that the selection panel for the position of Deputy Clerk & Steyning Centre Operations Manager position consist of Cllrs Lloyd, Young and the Clerk and that Cllr Linfield be in reserve { likely dates for interviews were to be on the 7th and 8th of May}. **Agreed**
- 51.3.1** 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 Youth Worker in Charge. There were two strong candidates for the position interviewed on the 10th April. And the preferred option had been offered the role following agreement at the JPYC committee, with final agreement concerning salary details still needing to be negotiated.

Pe/23/52 Date of next Full Council Meeting: Monday 15th April 2024

The meeting closed at 2.42 pm

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

Chair of Personnel