

EXTRA ORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, MONDAY 22nd APRIL 2024 - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaven, H. Bayford, S. Linfield and Stephen Keogh (Clerk for Upper Beeding)

Clerk in Attendance: John Fullbrook

Members of Public in attendance: 0

Meeting Commenced: 6.00pm

MINUTES

1. APOLOGIES FOR ABSENCE

1.1 No Apologies

2. QUESTIONS FROM THE FLOOR

2.1 None

3. MINUTES OF THE LAST MEETING

3.1 Cllr Alexander **proposed, seconded** by Cllr Bayford to accept the minutes of the meeting held on the 10th April as a true and fair record. **Agreed.**

4. MATTERS ARISING AND ACTION

- 4.1 Outstanding finances – **Actioned.** {Upper Beeding to utilise £6000 to develop office for Youth Worker, and pay in remainder to bank account}.
- 4.2 Bring back discussions about the compilation of the new JPYC Charter – **Ongoing**
- 4.3 SPC Clerk contact Schools and Leisure Centre to gain access to and promote youth services via notice boards and any other means (inc Your Steyping & SDS) - **Ongoing**
- 4.4 SPC Clerk to inform other councils of End of year reconciliation – **Ongoing**
- 4.5 SPC Clerk to offer successful candidate the position - **see item 6.1**

5 CONFIDENTIAL SESSION

Cllr Alexander **proposed, seconded** by Cllr Bayford 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 items 6 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

6 STAFFING

6.1 New Position - Update from the SPC Clerk and Chair following the interviews held for the 'Youth Worker in Charge' position and to agree the appointment of the successful applicant. The selection panel which consisted of Dan Fairchild, Cllr Alexander and the SPC and Upper Beeding Clerks agreed that the quality of the two candidates' applications and interview responses was

exceptionally good. It was noted that one candidate had ruled herself out of the running after the interviews, and the panel were nonetheless unanimously agreed to appoint the other candidate, as her obvious experience and talent for creating new youth dance and sport classes, held her in good stead for the challenges ahead. The panel further identified a need for additional training, but had established the candidate's determination and agreement to dedicate herself to this challenge as well as the setting up of the new joint parishes' youth service. Meanwhile Dan Fairchild at HDC had identified the appropriate course, checked funding requirements and necessary commitments from both employee and employer, and these were discussed by the members present. They were also made aware of the need for an assessor and mentor to be in position, but that again Dan Fairchild was in the process of arranging this requirement.

- 6.2** Cllr Alexander **proposed, seconded** by Cllr Bayford that the JPYC recommends to all three Parish Councils to offer the position of 'Youth Worker in Charge' to {*Successful applicant**} subject to them successfully completing the probationary period and the DBS checks, plus having receipt of references, and that the successful applicant starts a level 3 apprenticeship as soon as possible after the commencement of their employment. **Agreed**
- 6.3** Cllr Alexander **proposed, seconded** by Cllr Heaver that the JPYC advise all the three councils that the level three apprenticeship course would take about 18 months to complete and would combine on-the-job training with a minimum of 20% off the-job learning, and that this would mean the committee understood that approx. 6 hours of the 30 hours per week needed to be allocated for the completion of the course {for its duration}. **Agreed**
- 6.4** Cllr Alexander **proposed, seconded** by Cllr Bayford that the SPC Clerk ask {the second applicant} if they were willing to commence working part-time and on a temporary contract to assist with the business start-up of the youth service {as she had said previously that she would be receptive to this idea}. **Agreed**
- 6.5** Cllr Alexander **proposed, seconded** by Cllr Linfield that due to a lack of responses, the part-time youth worker interviews be suspended until after the new applicant was in post, and that in the meantime a new advert be put out by the SPC Clerk, and that the clerk is delegated responsibility to call all those applicants who had expressed an interest in the roles to see if he could ascertain why a number of them did not complete the final application form. **Agreed**
- 6.6** Cllr Alexander **proposed, seconded** by Cllr Bayford that the SPC clerk is asked to liaise with the Steyning Grammar school to see if they would consider promoting the part-time vacancy. **Agreed**

7. Correspondence / Information

None

8. DATE OF NEXT MEETING. – To be confirmed

The meeting closed @ 6.40pm

Signed
Chairman Joint Parishes Youth Committee

*** - Successful applicant name noted within confidential minutes**