

MEETING OF THE PERSONNEL COMMITTEE

HELD ON THE 5th JUNE 2024 AT 1.30PM AT THE STEYPING CENTRE

Present: Cllrs Young, Bell, Hanson, Lloyd and Linfield.
Clerk: John Fullbrook

Members of the public None
Meeting Commenced 1.35 pm

DRAFT MINUTES (Non - Confidential)

Pe/24/01 APOLOGIES FOR ABSENCE

01.1 There were apologies received from Cllr Norcross and Alexander.

Pe/24/02 DECLARATIONS OF INTEREST.

02.1 There were no declarations of interest from Cllrs.

Pe/24/03 QUESTIONS FROM THE FLOOR

03.1 None for this meeting

Pe/24/04 MINUTES OF PREVIOUS MEETING

04.1 Cllr Young **proposed, seconded** by Cllr Linfield that the Personnel Committee non - confidential minutes from 11th April 2024 be accepted as a true and fair record. **Agreed**

Pe/24/05 INFORMATION AND CORRESPONDENCE ITEMS

05.1 None

Pe/24/06 CONFIDENTIAL SESSION

06.1 Cllr Young **proposed, seconded** by Cllr Lloyd 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/24/07 STAFFING MATTERS.

07.1 **Staff Contracts** - The clerk briefed members on the contents of the new contracts, and draft documents were scrutinised, considered and amended.

07.1.1 **Deputy Clerk Contract** – The Clerk noted two amendments. Cllr Young **proposed, seconded** by Cllr Bell that committee agreed and recommended to SPC Full Council the contract for the position of Deputy Clerk and Steyping Community Centre Operations Manager, subject to the inclusion of the amendments as discussed. **Agreed**

07.1.2 **Youth Worker in Charge Contract** – The Clerk noted five amendments. Cllr Young **proposed, seconded** by Cllr Hanson that committee agreed and recommended to SPC Full Council the contract for the position of Lead Youth Worker, subject to the inclusion of the amendments as discussed. **Agreed**

The Clerk left the meeting at this point – minutes were recorded by the Chairman

- 07.2 Complaint** – Members had received a complaint from a councillor, and this was considered via supporting documentation. A response was compiled, and an amended version was drafted which, it was suggested, should be sent to all members present, for their verification, before taking the final recommended version to Full Council for approval.

Pe/24/08 Date of next Full Council Meeting: Monday 17th June 2024

The meeting closed at 3.10pm

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

Chair of Personnel