

MEETING OF THE PERSONNEL COMMITTEE

HELD ON THE 13th NOVEMBER 2024 AT 3PM AT THE STEYPING CENTRE

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

Members of the public None
Meeting Commenced 3.05 pm

DRAFT MINUTES (Non - Confidential)

Pe/24/09 APOLOGIES FOR ABSENCE

09.1 There were apologies received from Cllr Hanson.

Pe/24/10 DECLARATIONS OF INTEREST.

10.1 There were no declarations of interest from Cllrs.

Pe/24/11 QUESTIONS FROM THE FLOOR

11.1 None for this meeting

Pe/24/12 MINUTES OF PREVIOUS MEETING

12.1 Cllr Young **proposed, seconded** by Cllr Linfield that the Personnel Committee non - confidential minutes from 5th June 2024 be accepted as a true and fair record. **Agreed**

Pe/24/13 INFORMATION AND CORRESPONDENCE ITEMS

13.1 None

Pe/24/14 CONFIDENTIAL SESSION

14.1 Cllr Young **proposed, seconded** by Cllr Norcross 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/24/15 STAFFING MATTERS.

The Clerk left the meeting at this point, as discussion was about his pay – minutes were recorded by the Chairman

15.1.1 **Staff Appraisal and Probationary notifications** - The Chair briefed members on the details as per supporting papers, and procedure associated with the Clerks appraisal process. Cllr Young **proposed, seconded** by Cllr Norcross to recommend to Full Council that the Clerks annual incremental rise and backdated pay {due to annual increase}, be agreed following a satisfactory annual appraisal. **Agreed**

The Clerk was asked to return to the meeting at this point. and he recommenced scribing the Minutes

- 15.1.2** The Clerk briefed members on the Deputy Clerks successful probationary appraisal report. Cllr Young **proposed, seconded** by Cllr Norcross to recommend to Full Council that the Deputy Clerk be awarded the role following successful conclusion to probationary period, and having accomplished this be given an incremental rise as per contractual agreement, plus back pay as per national agreement. **Agreed**
- 15.1.3** The Admin Assistant had been on an hourly wage of minimum wage plus 10.7% - following minimum wage rises this would mean to rise to an annual rate of £13.52 on April 1st 2024. The Clerk asked members to consider that after 8 years' service and with a need to increase the level of responsibilities, that SPC consider that the Admin Assistant goes onto a NALC spinal range starting at point 10 with an hourly rate of £13.91 per hour {39p more than currently on} rising up to point 17 over time. Cllr Young **proposed, seconded** by Cllr M Alexander to recommend to SPC that the Clerk be instructed to amend the Admin Assistants role and responsibilities to provide greater business resilience, and capacity, with commensurate salary change to spinal points 10 to 17. **Agreed**
- 15.1.4** The Lead Youth Worker, {Vicky Heale}, has her probationary review due in the next 5 weeks, The Clerk stated that both he, and the Upper Beeding Clerk (her line manager) were more than satisfied by her progress and aptitude thus far. Cllr Young **proposed, seconded** by Cllr Bell that the SPC Clerk to add the appropriate incremental rise based upon contract arrangements and any backdated pay to the Lead Youth Worker subject to a successful end to her probationary period. **Agreed**
- 15.2.1** **Staff Salary increase agreements** – The Clerk produced supporting papers in support of wage and salary rises which were due to staff in line with nationally agreed pay rises. Caretakers receive a wage 4.5% above the minimum wage currently - £11.95 – this would rise to £12.76 as of April 2025, if this arrangement remains in place. Cllr Young **proposed, seconded** by Cllr Norcross that the arrangement for caretakers to receive a rate 4.5% above minimum wage continues in place, and also that part-time youth workers receive £1.06p/h above minimum wage – this being £13.56 as at April 1st 2025. **Agreed**
- 15.2.2** Cllr Young **proposed, seconded** by Cllr Linfield to recommend to SPC that it accepts the new NALC pay scales as per supporting papers, with affect from 1st April 2024, and any associated backdated pay. **Agreed**
- 15.3** **SPC Staff Structure** – The Clerk posed a number of questions to the members present in order to start a process whereby this Council considered any future necessity for SPC staff structural changes. This was prompted by an ever expanding Clerks remit in terms of governance and financial responsibility as per auditory and legislative requirements, as well as a higher level of expectations from councillors and residents alike in consideration of project completion, community engagement and an expanding scope in this Council's general areas of responsibility. Questions included – In what direction is the Council going? Exactly how far do we pursue tasks and projects beyond our standard/previous Parish Council remit? How might we use our Power of Competence?
After much discussion and consideration the members asked the Clerk to ensure this became part of the All Member Working Party discussion concerning future SPC projects.
- 15.4** **Social Media Communications – To consider recommendations concerning some recent behaviour.** Members had considered the evidence concerning recent posts from a resident, in so far as they might be actionable under the SPC Unacceptable Behaviour Policy – point 4.2 onwards. Cllr Young **proposed, seconded** by Cllr Norcross, that having given the matter full consideration, to recommend that SPC continue to monitor social media posts from members of the public. **Agreed**

Pe/24/16 Date of next Full Council Meeting: Monday 18th November 2024

The meeting closed at 4.14pm

Signed
Chair of Personnel

Date of next personnel meeting - To be confirmed



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