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TO ALL MEMBERS OF STEYNING PARISH COUNCIL PERSONNEL COMMITTEE

Cllrs Young (Chair), Norcross, Bell, Linfield, Lloyd, Hanson and M Alexander

YOU ARE HEREBY SUMMONED TO A MEETING TO BE HELD ON MONDAY 14TH JULY 2025 AT 5 PM AT THE STEYNING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

GDPR Notice - Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place.

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence.
- 2.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regard their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - *Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions or (preferably) to answer questions which have been submitted in writing to the Clerk by noon on Monday 14th July 2025.*
- 4.0 MINUTES OF PREVIOUS MEETING** – To approve as a true and fair record, and the chair to sign, the minutes of the Personnel Committee meeting held on the 15th May 2025
- 5.0 MATTERS ARISING – These items taken as read**
 - 5.1** Pe/24/23.1.6 Recommendation of Cllrs sanctions extension taken to SPC Full Council - **Actioned**
 - 5.2** Pe/24/23.1.7 Personnel Committee compile an impact assessment on the business of the Council during the period of the sanctions – **See item 6.1**
 - 5.3** Pe/24/24.2 Clerk asked to complete a business case for additional staff in the light of potential devolution – **Item 10.2**
- 6.0 COUNCILLOR CODE OF CONDUCT SANCTIONS RESOLUTION**
 - 6.1** Members to consider evidence concerning impact assessment on the business of the Council during the period of the sanctions and to agree upon a short report to be taken to Full Council
 - 6.2** To further consider and agree to recommend to Full Council a way forward to achieve a positive resolution, or to find alternative pathways in order for SPC to maintain a collaborative and productive working culture
- 7.0 INFORMATION AND CORRESPONDANCE ITEMS**

None at time of printing
- 8.0 CONFIDENTIAL SESSION** - 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 items 9, 10 & 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain



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9.0 COUNCILLOR CODE OF CONDUCT SANCTIONS RESOLUTION

- 9.1** To potentially deal with any issues members consider not appropriate to be dealt with in open session, and that have been noted under consideration within items 6.1 and 6.2 on this agenda

10.0 STAFFING MATTERS *{Supporting papers}*.

- 10.1 SAR/ FOI / Code of Conduct imposition** - To understand the likely consequences of continued disruption
- 10.2 SPC Staff Structure** - To continue to consider options, to ensure the Councils long term aspirations for future service provisions are planned for, and are achievable.
- 10.3 LADO investigation** – Clerk to update on ongoing Safeguarding investigation
- 10.4 Staff Appraisal** – Update from the Clerk, and to arrange date for Clerk appraisal

11.0 COUNCILLOR COMPLAINT *{Supporting papers}*.

- 11.1** To consider and agree upon a response, regarding a formal complaint to the Personnel Committee

12.0 DATE OF NEXT FULL COUNCIL MEETING: Monday 21st July 2025

John Fullbrook,
Steyping Parish Clerk