

MEETING OF THE PERSONNEL COMMITTEE

HELD ON THE 30th SEPTEMBER 2025 AT 7PM AT THE STEYPING CENTRE

Present: Cllrs Young (Chairman) Linfield, Bell, Norcross, M Alexander, Lloyd and Hanson.
Clerk: John Fullbrook
Members of the public: 0
Meeting Commenced: 7pm

DRAFT MINUTES

Pe/25/14 APOLOGIES FOR ABSENCE

14.1 None

Pe/25/15 DECLARATIONS OF INTEREST.

15.1 There were no declarations of interest from Cllrs.

Pe/25/16 QUESTIONS FROM THE FLOOR (*in summary*)

16.1 None

Pe/25/17 MINUTES OF PREVIOUS MEETING

17.1 Cllr Bell **proposed, seconded** by Cllr Norcross that the Personnel Committee non - confidential minutes from 14th July 2025 be accepted as a true and fair record. **Agreed**

Pe/25/18 MATTERS ARISING – These items to be taken as read

18.1 Pe/25/07.1 The Personnel Com. produces an impact assessment for the Sept. Full Council Meeting – **Item 19.1**

18.2 Pe/25/07.2 Personnel Recommendation for vote of no-confidence taken to Full Council – **Actioned**

18.3 Pe/24/12.1 Personnel Com. recommendation concerning members complaint reported to member - **Actioned**

18.4 Pe/25/12.2 Personnel Com. recommendation concerning potential further complaints from this member taken to Full Council – **Actioned**

Pe/25/19 COUNCILLOR CODE OF CONDUCT SANCTIONS RESOLUTION

19.1 **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**

The Clerk had prepared a supporting paper highlighting a long list of achievements over the period in question which provided a potential framework for the report, while acknowledging there was as yet no provision for a period of comparison, and members understood that in normal circumstances this procedure would be a worthwhile task, but believed time and resources could be better utilised.

Cllr Bell **proposed, seconded** by Cllr Young that the Personnel Committee recognises the high level of productivity during the sanction period and that this was only possible due to the imposition of sanctions placed upon Cllr Campbell. **Agreed**

Cllr Norcross **proposed, seconded** by Cllr Lloyd that the personnel committee acknowledges the supporting paper but considers at this point, it would not be the best use of Council time to pursue a more detailed report. **Agreed**

- 19.2** In the light of continuing communications and disruption from an SPC Councillor, and recent communications from the Monitoring Officer, 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.
- Members understood that there were very few options left in order to deal with Cllr Campbells continued and worsening behaviour, and focused upon their legal and moral 'Duty of Care' to the Clerk, and to the Parish.
- Cllr Norcross **proposed, seconded** by Cllr Young that the personnel committee recommend to full Council that SPC engage a solicitor to consider Paul Campbell's emails and behaviour. **Agreed**
- Cllr Lloyd **proposed, seconded** by Cllr M Alexander that Personnel Committee recommends that correspondence to the Clerk from Paul Campbell will be logged with the Police, as part of a potential investigation into long-term harassment. **Agreed**

Pe/25/20 INFORMATION AND CORRESPONDENCE ITEMS

20.1 None

Pe/25/21 CONFIDENTIAL SESSION

21.1 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 items 9 & 10 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/25/22 COUNCILLOR CODE OF CONDUCT SANCTIONS RESOLUTION

22.1 To agree potential questions regarding being accountable for your actions as a holder of public office, that could be posed to the SPC member who is noted under agenda item 6.2

This matter was dealt with in open session under item Pe/25/19.2.

22.2 To discuss whether the '*Flow Chart*' noting SPC disruption and subsequent associated expenditure be put into the public arena.

Cllr Young **proposed, seconded** by Cllr Hanson that after much discussion, this committee considered the '*Flow Chart*' ought to remain confidential to Council members at this point in time. **Agreed**

Pe/24/23 STAFFING MATTERS

23.1 SAR/FOI/Code of Conduct imposition; to understand the likely consequences of continued disruption

The Clerk stated that he was inclined not to respond to Cllr Campbell's outstanding Search Access Request as he believed it was not in the public interest and that Cllr Campbell was deliberately wasting Officers time, and members agreed and stated that they understood the likely consequences of this action.

23.2 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.

The Clerk updated members on the latest state of play, and said with so many current imponderables and unknowns that he suggested SPC wait until responses were received from HDC in relation to 'Expressions of interest' in Asset Transference communications, before he commits to presenting potential Staff Structure options to this committee.

23.3 LADO investigation – An ongoing Safeguarding investigation

The Clerk reported on an ongoing Safeguarding issue within the Youth Service, and relayed to members that an internal review had been completed, which had highlighted 5 or 6 recommendations that need to be agreed by the LADO investigators, and that these will be discussed in more detail by the Joint Parishes Youth Committee which is due to meet on the 9th October.

- 23.4 Staff Appraisals - Update concerning the Staff Appraisal process, and conclusions drawn and to agree any recommendations to Full Council.**
The Clerk relayed to members that appraisals had been completed for the Deputy Clerk and Admin Assistant and that after successful completion of tasks and good record of progress he recommended to members they both receive the annual incremental rise. It was noted that the 4 additional hours that had been temporarily added to the Admin Assistants weekly rota to help the transition of the new Deputy Clerks induction were to stop by mutual consent.
- 23.4.1** During the appraisal with the Deputy Clerk a course was identified which was considered to be the best option to aid continued personal development. It is an online ICB Level 3 Diploma in Payroll Management and costs £485. Cllr Young **proposed, seconded** by Cllr Bell that SPC agree that this course be undertaken by the Deputy Clerk, as it is clearly an enabling syllabus, and generally a helpful course. **Agreed**
- 23.5 Staff increments – To agree whether to recommend to Full Council that the staff who are on a rising scale receive an annual incremental rise based upon the conclusion of their appraisals**
- 23.5.1** Cllr Young **proposed, seconded** by Cllr M Alexander that Personnel Committee recommends to Full Council that the Deputy Clerk’s salary rises to the next level of the PayScale and that this is backdated to April 2025. **Agreed**
- 23.5.2** Cllr Young **proposed, seconded** by Cllr Linfield that Personnel Committee recommends to Full Council that the Administration Assistant’s salary rises to the next level of the PayScale and that this is backdated to April 2025. **Agreed**
- The Clerk left the meeting at this point*
- 23.5.3** Cllrs Young and Bell reported to members upon the recently completed Clerks appraisal process. Cllr Young **proposed, seconded** by Cllr Bell that Personnel Committee recommends to Full Council that the Clerk’s salary rises to the next level of the PayScale and that this is backdated to April 2025. **Agreed**

Pe/24/24 Date of next Full Council Meeting: Monday 17th November 2025

The meeting closed at 9.05pm

Signed **Date of next Full Council EOM - 13th October 2025.**
Chair of Personnel