



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 1st FEBRUARY 2024 COMMENCING AT 7.30pm

Members : Cllr A. Britten (Chairman), Cllr J. Davidson, Cllr J. Gough, Cllr T. Rickett B.E.M., Cllr S. Torn, Cllr R. Turner* and Cllr S. Wilton (Vice-Chairman) (* denotes absence)

In attendance : Sarah Norman - Clerk to the Council

PER/30/24 Public Forum.

There were no members of the public or press in attendance.

PER/31/24 Apologies for absence.

No apologies for absence had been received from Cllr. Turner.

PER/32/24 Declarations of Interest.

There were no Declarations of Interest.

PER/33/24 Minutes.

The Minutes of the meeting held on 5th October 2023 were **AGREED** and signed by the Chairman as being a true record.

PER/34/24 Chairman's Announcements

Cllr. Ricketts updated Members on changes in flexible working rights that are effective from April 2024, resulting in employees being entitled to make a request from day 1 of employment, rather than after having completed 26 weeks of employment as is currently the case.

PER/35/24 Financial Matters - Personnel Committee only

Members received and **NOTED** the financial position (Personnel Committee only) as at 31st December 2023. It was confirmed that it is anticipated that the Salaries should remain within budget despite the increase in salaries being over the estimated 5%.

Financial Report from 1st April 2023 to 31st December 2023

| Cost Centre | Actual Expenditure | Annual Budget | Estimated expenditure to 31 st December 2023* |
|-------------------------|--------------------|----------------|--|
| Salaries/NI/Pensions | 243,572 | 343,000 | 257,250 |
| Payroll Admin Charge** | 668 | 1,400 | 1,050 |
| Staff Expenses/ Mileage | 2,741 | 3,000 | 2,250 |
| Staff Training | 60 | 1,600 | 1,200 |
| Recruitment Advertising | 181 | 250 | 188 |
| Protective Clothing | 159 | 400 | 300 |
| Totals | 247,381 | 349,650 | 262,238 |

* Total cost centre budget for 2023/24 divided by 9/12th

**Paid in two instalments in Months 6 and 12

PER/36/24 Salary Award for 2023/24

Members **NOTED**, as advised by email on 8th November 2023, the 2023/24 salary awards were published by NALC on 6th November. As it was passed the deadline for the November payroll, the increase and back payments to 1st April 2023 (or date of joining if later) were processed in the December payroll run. As previously advised, the award was finally agreed as a flat rate for all points to SCP 43 with a 3.88% increase for SCP 44 and above.

PER/37/24 Date of next Meeting

The next scheduled Personnel Committee Meeting was for 9th May 2024

PER/38/24 Exclusion of Press and Public

It was **RESOLVED** to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the following agenda item related to staff matters.

PER/39/24 Staffing Report

Members **NOTED** the confidential report as provided by the Clerk prior to the meeting and :-

- i. **NOTED** the details of the pay award as referred to earlier in the meeting.
- ii. **NOTED** that a member of staff will undertake ILCA with costs met by the Council and time provided for study.
- iii. **AGREED** that a suitable short course in Project Management be identified for a member of staff with costs up to £250 met by the Council and time provided for study.
- iv. **NOTED** the report on staff training undertaken since the last meeting.
- v. It was noted that the current working hours for full-time staff is Monday to Friday 9am to 5pm with 30 mins lunch Monday to Thursday and 1 hour lunch on Friday. Following discussion it was **AGREED** :-
 - Opening hours of the Parish Council (including phone lines) will change to 9am to 4.30pm Monday to Friday
 - Working hours will remain as 9am to 5pm Monday to Thursday with 30 mins lunch
 - The lunch on a Friday can reduce to 30 mins with working hours ending at 4.30pm on Fridays only.

There being no other business, the Chairman closed the meeting at 7.47pm.

..... Chairman

..... Dated