



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 9th MAY 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/01/24 Elect a Chairman

Following nomination by Cllr. Turner and seconding by Cllr. Davidson Cllr. Britten was elected as the Chairman of the Committee for the 2024/25 municipal year.

PER/02/24 Elect a Vice-Chairman

Following nomination by Cllr. Turner and seconding by Cllr. Gough, Cllr. Wilton was elected as the Vice-Chairman of the Committee for the 2024/25 municipal year.

PER/03/24 Public Forum.

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

PER/04/24 Apologies for absence.

Apologies had been received from Cllrs. Ricketts and Torn.

PER/05/24 Declarations of Interest.

There were no Declarations of Interest.

PER/06/24 Minutes.

The Minutes of the meeting held on 1st February 2024 were **AGREED** and signed by the Chairman as being a true record.

PER/07/24 Chairman's Announcements

There were no Chairman's Announcements.

PER/08/24 Financial Matters - Personnel Committee only

Members **NOTED** the Financial update to 31st March 2024 as published in the Clerk's report. The surplus on the budget for salaries was queried and the Clerk advised that was partly because of the time it had taken to recruit a new Caretaker for RMH but also that the budget needs to allow for all of the caretaker holidays to be covered, where as whenever possible the cover is managed to limit the amount of overtime payable.

PER/09/24 Policies

Members **NOTED** the following draft reviewed policies as circulated with the Agenda and Clerk's report :-

- i. Absence Management Policy
- ii. Communications Policy
- iii. General Information and Workplace Rules Policy
- iv. General Privacy Policy
- v. Terms and Conditions of Service Policy
- vi. Training and Development Policy

It was **AGREED** that the Communications Policy be amended to remove the final bullet of clause 6.1 as photocopying for third parties is no longer undertaken.

Following discussion, it was **AGREED** to **RECOMMEND** to Council the reviewed policies with the identified amendment.

PER/10/24 Date of next Meeting

The next scheduled Personnel Committee Meeting was for 25th July 2024.

PER/11/24 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/12/24 Staffing Report

Members **NOTED** the confidential report as circulated prior to the meeting and :-

- i. **NOTED** that no update regarding for the contractual annual pay awards for 2024/25 has been received.
- ii. **NOTED** the salary summary as at 1st April 2024 (pay award pending)
- iii. **NOTED** the training activities undertaken since the last meeting

There being no other business, the Chairman closed the meeting at 7.38pm.

..... Chairman

..... Dated