



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 6th FEBRUARY 2025 COMMENCING AT 7.30pm

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

In attendance : Sarah Norman - Clerk to the Council

PER/35/25 Public Forum.

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

PER/36/25 Apologies for absence.

Apologies had been received from Cllr. Burgess.

PER/37/25 Declarations of Interest.

There were no declarations of Interests.

PER/38/25 Minutes.

The Minutes of the meeting held on 10th October 2024 were **AGREED** and signed by the Chairman as being a true record.

PER/39/25 Chairman's Announcements

There were no Chairman's Announcements.

PER/40/25 Financial Matters - Personnel Committee only

40.1 Members **NOTED** the Financial update to 31st December 2024 as published in the Clerk's report.

PER/41/25 Policies

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

41.1 Staff Performance & Development Policy

41.2 Lone Working Policy

Following discussion, it was **AGREED** to **RECOMMEND** to Council the reviewed policies with no amendments.

PER/42/25 Date of next Meeting

The next scheduled Personnel Committee Meeting was for 8th May 2025.

PER/43/25 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/44/25 Local Government Pension Scheme

Members **NOTED** the update on this matter in the Clerk's Confidential report.

44.1 Following discussion, the proposal for Ill Health Early Retirement Insurance was **REJECTED**.

44.2 Following discussion, it was **AGREED** to **DEFER** any further discussion until there was a clearer view of the future of local government organisation.

PER/45/25 Salary Award for 2024/25

Members **NOTED** that the 2024/25 Salary Award had been published by NALC on 23rd October 2025 and **AGREED** the summary of salaries for 2024/25, including this pay award, as circulated at the meeting.

PER/46/25 Staffing Report

Members **NOTED** the confidential report as provided by the Clerk at the meeting and **RESOLVED** decisions as follows:-

46.1 **NOTED** appraisals has been completed for all staff

46.2 **NOTED** the training that has been undertaken or booked since the last meeting.

46.3 **RATIFIED** the satisfactory completion of probation for one member of staff.

There being no other business, the Chairman closed the meeting at 8.10pm.

..... Chairman

..... Dated