

NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON THURSDAY 25TH MAY 2017 AT 6.30PM AT ROFFEY MILLENNIUM HALL**
**** the meeting started at 6.55pm as until that time it was not quorate.**

Present: Councillors A Britten, M Loates*, T Rickett, Miss A Smith* and S Torn.

* denotes absence

In attendance: Pauline Whitehead BA (Hons) FILCM, Parish Clerk and Vivien Edwards, Deputy Clerk.

- PER/076/17 Elect a Chairman**
Following nomination by Cllr. S. Torn and being seconded by Cllr. T. Rickett, Cllr. A. Britten was elected Chairman.
- PER/077/17 Elect a Vice Chairman**
Following nomination by Cllr. A. Britten and being seconded by Cllr. S. Torn, Cllr. T. Rickett was elected Vice Chairman.
- PER/078/17 Public Forum**
There were no members of the public or press in attendance.
- PER/079/17 Apologies for absence**
The Committee received apologies and reasons for absence from Cllr. M Loates and Cllr. Miss A Smith.
- PER/080/17 Minutes**
The Minutes of the meeting of 27th April 2017 were agreed and signed by the Chairman as being a true record.
- PER/081/17 Declarations of Interest**
There were no Declarations of Interest made.
- PER/082/17 Chairman's announcements**
There were no Chairman's announcements.
- PER/083/17 Trainee Clerk – job title**
The Committee RESOLVED to change the Trainee Clerk's job title to Committee Clerk to better reflect the role.
- PER/084/17 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/085/17

Staff matters

The Committee considered a report undertaken by HR Services following an independent investigation into discrepancies in working practice, along with further guidance from HR Services and the Surrey and Sussex Association of Local Councils.

Following careful consideration **the Committee RESOLVED to trigger the appropriate stage of the Parish Council’s disciplinary policy and instigate a suspension during the continued investigations, the cost implications of which were noted.**

PER/086/17

Date of the next meeting

The next meeting of the Personnel Committee will be held on Thursday 7th September 2017 (Scheduled).

There being no other business, the Chairman closed the meeting at 7.50pm

..... Chairman Dated