

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON THURSDAY 17th NOVEMBER 2016 AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

Present: Councillors R Knight, M Loates*, T Rickett, S Torn* and R Wilton.

* denotes absence

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

PER/046/16 PUBLIC FORUM

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

PER/047/16 APOLOGIES FOR ABSENCE

The Committee received apologies and reasons for absence from Cllr M Loates. Cllr S Torn did not attend or give apologies.

PER/048/16 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 28th July 2016 were agreed and signed by the Chairman as being a true record.

PER/049/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PER/050/16 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements.

PER/051/16 COMMITTEE BUDGET MONITORING TO 31st OCTOBER 2016

An overspend on Personnel of £18,564 will be recovered through lower spending throughout the 2016/17 budget and promoting the hire of the Halls to raise income. There is evidence that income was on track to realise the proposed forecast for 2016/17 and that expenditure was running approximately £6,000 below that forecast.

It was RESOLVED to note the financial report to 31st October 2016.

PER/052/16 BUDGET 2017/18

The Committee reviewed the forecast figure for 2016/17 (290,485) and **RESOLVED** to agree it.

The Committee **RESOLVED** to put £360 into the 2017/18 budget to cover Payroll admin and agreed a budget for 2017/18 of £277,325.

PER/053/16 EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** to exclude the Press and Public from the meeting during PER/054/16 in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the agenda item related to staff.

PER/054/16 STAFFING ISSUES

The Committee **RESOLVED:-**

To note staff absences.

To note that appraisals had been carried out on key staff members, targets for 2017 agreed and concerns noted.

To note that performance reviews of other administration staff and caretakers will be carried out over the next months.

To note that the staff structure will change so that the Clerk line manages the Deputy and Trainee Clerk and that the Deputy Clerk line manages the Facilities Officer, Administration Clerk and the caretakers, but that the Facilities Officer is the first port of call for day to day issues for the caretakers.

The Committee reviewed information supplied by the Clerk and Deputy Clerk supported by professional advice from HR Services following the previous Personnel Committee Meeting when it was agreed that changes should be implemented to make cost savings and efficiencies. Concerns raised by the Personnel Committee at the previous meeting had been taken to the Parish Council Meeting on 1st September 2016 when it was agreed to implement changes to the allocation of some duties undertaken by Parish Council staff and to streamline staffing levels.

Since then additional information has been received regarding legislation which has meant that it would be unwise to reduce staff levels but, that the Council requires some contracts to be changed to allow flexible working to ensure that the Council is compliant with Employment Law.

It was RESOLVED to keep the staff levels as current but with changes in some contracts to allow flexible working to ensure compliance with Employment Law.

It was RESOLVED to not to pay overtime for litter picking in the future.

PER/055/16 DATE OF NEXT MEETING

Thursday 16th February 2016. (Scheduled)

There being no other business, the Chairman closed the meeting at 8.20 pm

..... Chairman

..... Dated