

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON THURSDAY 28th JULY 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/035/16 APPOINTMENT OF COMMITTEE CHAIRMAN
Following nomination by Cllr T Ricketts and being seconded by Cllr S Torn

It was RESOLVED that Cllr R Wilton be elected as the Committee Chairman for the forthcoming year.

PER/036/16 APPOINTMENT OF COMMITTEE VICE CHAIRMAN
Following nomination by Cllr R Wilton and being seconded by Cllr S Torn

It was RESOLVED that Cllr T Ricketts be elected as Committee Vice Chairman for the forthcoming year.

PER/037/16 PUBLIC FORUM
There were no members of the public or press in attendance.

PER/038/16 APOLOGIES FOR ABSENCE
The Committee received apologies and reasons for absence from Cllr R Knight and Cllr M Loates.

PER/039/16 MINUTES OF THE PREVIOUS MEETING
The Minutes of the meeting of 18th February 2016 were agreed and signed by the Chairman as being a true record.

PER/040/16 DECLARATIONS OF INTEREST
There were no Declarations of Interest made.

PER/041/16 CHAIRMAN'S ANNOUNCEMENTS
There were no Chairman's Announcements.

PER/042/16 COMMITTEE BUDGET MONITORING

Cost Centre	Actual Expenditure to 30th June 2016	Annual Budget
Salaries	(includes salaries April- June 2016) 79,719	265,000
Payroll Admin	0	1,785
Staff Expenses	859	2,000
Staff Training	758	1,500
Recruitment Advertising	0	400
Total Personnel Expenditure	81,336	270,100

Total salaries to 30th June 2016 (£79,718.97) included £4,950 for consultancy and £9,414 in one off payments. The remaining £65,354.97 is roughly a quarter of the annual budget.

Currently payroll is undertaken by Capita. Plans to bring processing salaries in house will be brought to Council to commence on 1st April 2017. To undertake a change part way through the year could compromise the accuracy of payments and cause problems with the year end calculations.

Training has been undertaken on the bookings system by the Clerk, Deputy Clerk and Trainee Clerk.

First Aid training has been delivered through St. John Ambulance to the Facilities Manager and Trainee Clerk.

It was RESOLVED to note the above information.

PER/043/16 EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED to exclude the Press and Public from the meeting during PER/044/16 in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the agenda item related to staff.

PER/044/16 STAFFING ISSUES

The Chairman thanked the Clerk and Deputy Clerk for their factual report. Members acknowledged that there was a need for change in the operational organization of North Horsham Parish Council, to make cost savings and efficiencies.

It was RESOLVED to take advice from HR Services on various scenarios put forward by Members.

PER/045/16 DATE OF NEXT MEETING

Thursday 6th October 2016. (Scheduled)

There being no other business, the Chairman closed the meeting at 7.20 pm

..... Chairman

. Dated