

**NORTH HORSHAM PARISH COUNCIL PERSONNEL COMMITTEE MEETING
THURSDAY 5TH OCTOBER 2017 AT 7.30pm AT ROFFEY MILLENNIUM HALL**

CLERK'S REPORT

To be read in conjunction with the Agenda.

1. Public Forum.

Members of the public are invited to put questions or draw attention to relevant matters relating to the business on the agenda to the Committee's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

2. Apologies for Absence.

Apologies and reasons for absence to be given to the Clerk.

4. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

5. Chairman's Announcements.

There are none to date.

6. Financial Review to 30th September 2017

To follow.

7. Forecast 2017/18 and Budget 2018/19

Cost Centre	Budget 2017/18	Forecast 2017/18	Budget 2018/19
Salaries	272,565	272,565	277,807
Payroll Admin	360	360	360
Staff Expenses	2,500	2,750	2,750
Staff Training	1,500	1,500	1,500
Recruitment Advertising	400	50	250
Staff Personal Protective Clothing	0	0	400
Total Expenditure	277,325	277,225	283,067

The budget allows for an increase in salaries of 1% plus money set aside for individual pay awards to reflect high performance and potential holiday/ illness cover.

A review of payroll administration was undertaken in early 2017 and it was agreed that Capita provided a good service and value for money.

Staff expenses have been increased to reflect an upturn in hires and resulting increased travel.

Staff training – to ensure that statutory requirements are met, the staff training budget remains as is.

Recruitment advertising has been left at a nominal sum.

Staff Personal Protective Clothing. The Property Committee agreed to provide polo shirts and fleeces for caretakers. Money has been set aside to purchase additional polo shirts and sweatshirts and any other necessary protective clothing.

8. Appointment of Caretaker at North Heath Hall and Administration Clerk

Hugh Griffiths started in the post of Caretaker at North Heath Hall on 1st September 2017. His probation period ends on 1st December 2017.

The Administration Clerk post job description was amended to include financial data entry. A copy is attached. Jitendra Chudasama will start in the post of Administration Clerk at the end of November 2017.

9. Exclusion of Press and Public

Recommendation:- To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to staff performance.

10. Staff Appraisals

Verbal report.

11. Date of next Meeting (scheduled).

18th January 2018.

27th September 2017

Pauline Whitehead

Clerk to North Horsham Parish Council