

NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON THURSDAY 18TH JANUARY 2018 AT 7.30PM AT ROFFEY MILLENNIUM HALL

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

* denotes absence

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

With the agreement of the Council, Vice Chairman Cllr. T Rickett took the Chair due to the absence of Chairman, Cllr. A Britten.

PER/098/18 Public Forum

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

PER/099/18 Apologies for absence

The Committee received apologies and reasons for absence from Cllr. A. Britten. Cllr. Miss A Smith did not attend and did not give apologies.

PER/100/18 Minutes

The Minutes of the meeting held on 5th October 2017 were agreed and signed by the Chairman as being a true record.

PER/101/18 Declarations of Interest

There were no Declarations of Interest made.

PER/102/18 Chairman's announcements

The National Association of Local Councils (NALC) had reported that council employees had rejected a proposed two-year pay increase, starting next year. The Council will be informed when NALC announce any pay increases to which staff are contractually entitled.

PER/103/18 Financial Review to 31st December 2017

The Committee reviewed the personnel section of the Financial Report to 31st December 2017 (attached) and scrutinised the detailed breakdown of personnel costs.

It was RESOLVED to note the Financial Report to 31st December 2017.

It was noted that in 2015/16 the cost for 10 staff members amounted to £287,220. In 2016/17 staff costs were £293,325 and covered 11 staff members with a two-month cross over period where the Council funded both the new and outgoing Clerk. In 2017/18 staff costs are predicted to reach £277,325 for 11 staff members, which demonstrates a positive saving on staff costs with no reduction in service.

Staff costs will rise in 2018/19 and 19/20 but this will be due, in the main, to nationally agreed pay rises and not due to increases in staff numbers.

PER/104/18 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/105/18 Staff matters

It was noted that the Caretaker at North Heath Hall had successfully completed a probationary work period and that the Administration Clerk’s probationary period ends on 23rd February 2018.

The Facilities Officer had completed an appraisal with the Deputy Clerk. In recognition of commitment to the role and additional responsibilities in respect of North Horsham Friendship Club **it was RESOLVED that the Facilities Officer be awarded a salary increase from pro rata of spinal point 21 to pro rata of spinal point 23 from 1st April 2018.** There is funding in the 2018/19 budget to allow for the increase.

The Committee noted queries raised as part of the Committee Clerk’s appraisal and supported the responses given by the Clerk. The Clerk reported on the key outcomes of the appraisal and this was noted by the Committee. **It was RESOLVED to award the Committee Clerk a pay increase equivalent of one spinal point on successful completion of the Certificate in Local Council Administration (CiLCA) course.** Registration for the qualification has been funded by the Parish Council and the Committee Clerk has been given time during work to complete some of the tasks.

The Deputy Clerk left the meeting.

The Clerk reported that as part of the Deputy Clerk’s appraisal, key aims and objectives for the coming year had been agreed. These were endorsed by the Committee. The Clerk expressed appreciation to the Deputy Clerk for her commitment, flexibility and for her contribution to the work of the Parish Council. This was echoed by the Committee.

PER/106/18 Date of the next meeting

The next meeting of the Personnel Committee will be held on Thursday 17th May 2018 (Scheduled).

There being no other business, the Chairman closed the meeting at 8.05 p.m.

..... Chairman

..... Dated

