

NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON FRIDAY 26TH OCTOBER 2018 AT 7.30PM AT ROFFEY MILLENNIUM HALL

Present: Councillors A. Britten (Chairman), M. Loates, T. Rickett B.E.M., S. Torn* (Vice Chairman) and Mrs S. Wilton.

* denotes absence

In attendance: Vivien Edwards, Deputy Clerk.

PER/140//18 Public Forum.

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

PER/141/18 Apologies for absence.

There were no apologies of absence.

Cllr S Torn was not present at the meeting.

PER/142/18 Minutes

The Minutes of the meeting held on 4th October 2018 were agreed and signed by the Chairman as being a true record.

PER/143/18 Declarations of Interest

There were no declarations of interest.

Cllrs Britten, Loates and Wilton asked for it to be minuted that they had been involved in the original decision referred to in PER/ 145/18.

PER/144/18 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/145/18 Staff matters

Flexible working

At the meeting of the Personnel Committee on 4th October 2018, a formal request for flexible working had been discussed. The Committee had considered the request using the eight business reasons specified in the 'The right to request flexible working: an ACAS guide' (June 2014) and made the following decision:

Following a lengthy discussion, the Committee RESOLVED to reject the request for flexible working on the basis that there would not be sufficient, alternative cover within such a small team and that it would put additional pressure on other members of the staff team. It was AGREED that the Chairman of the Personnel Committee would join the Clerk when relaying the decision to the member of staff.

The Clerk and Chairman of the Parish Council had met with the member of staff to inform them of the decision and the reasons for it and this had been followed up by a formal letter stating that the request had been denied and the grounds for this decision.

On 18th October 2018, a letter was received from the member of staff appealing the decision and asking for it to be reversed.

Following discussion, members decided that an appeal would be appropriate.

It was AGREED that the matter should go to appeal and that:

- a) The appeal process should follow that outlined in the Grievance Policy**
- b) The following councillors be appointed to the Appeal Panel-
Cllr K Burgess
Cllr T Rickett
Cllr S Torn (or, if not available, Cllr D Searle).**

PER/146/18 Date of the next meeting

The next meeting is scheduled for 17th January 2019.

There being no other business, the Chairman closed the meeting at 8.25 p.m.

..... Chairman

..... Dated