



# North Horsham Parish Council

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24<sup>th</sup> September 2020

## **NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE**

Members of the Personnel Committee are respectfully summoned to attend an on-line meeting of the Personnel Committee via a Zoom video conference to be held on **Thursday 1<sup>st</sup> October 2020 commencing at 7.30pm**, for the transaction of the business shown on the agenda below.

Members of the Press and public are welcome to join this video conference meeting. Please contact the Clerk for the joining details and the guidance for on-line meetings at the e-mail address or telephone number above at least three days before the meeting if possible.

*Pauline Whitehead*

Pauline Whitehead BA(Hons) FSLCC  
Clerk to the Council

Personnel Committee Members:- Cllr A. Britten , Cllr D. Mahon, Cllr T. Rickett B.E.M., Cllr S Torn , Cllr R. Turner and Cllr Mrs S Wilton.

(It has been decided by delegated power, to have 6 members of the Personnel Committee until May 2021).

### **AGENDA**

- 1. Public Forum.**  
The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.
- 2. Apologies for absence.**  
**Recommendation:- To receive apologies for absence.**
- 3. Minutes.**  
Circulated separately by e-mail or available on [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk).  
**Recommendation:- To approve and sign the Minutes of the Personnel Committee Meeting held on 23<sup>rd</sup> July 2020.**
- 4. Declarations of Interest.**  
See Clerk's Report.  
**Recommendation:- To receive any Declarations of Interest from Members of the Council.**

- 5. Chairman's Announcements**  
See Clerk's Report.  
**Recommendation:- To note Chairman's Announcements.**
- 6. Pay rates for 2020/21**  
See Clerk's Report.  
**Recommendation:- To agree the updated list of staff payments and the Chairman to sign it.**
- 7. Review of Finances to 30<sup>th</sup> August 2020**  
See Clerk's Report.  
**Recommendation:- To note the Financial Report to 30<sup>th</sup> August 2020.**
- 8. Forecast for 2020/21 and Budget for 2021/22**  
See Appendix 1.  
**Recommendation:- To note preliminary figures that have been circulated, but note that these are likely to be subject to change.**
- 9. Policies**  
See Appendix 2  
Dignity at work policy  
Equal opportunities policy  
Secondary employment, volunteering and political work policy  
Standards of behaviour at work policy.  
**Recommendation:- To review the policies above and make recommendations to full Council.**
- 10. 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 matters.**
- 11. Staff Matters**  
Confidential report circulated separately.  
To ratify decisions made by delegated authority.  
Confidential report circulated.  
**Recommendation:- To ratify decisions made by delegated authority.**
- 12. Date of next Meeting – (Scheduled)**  
**The next meeting is scheduled for 4<sup>th</sup> February 2021.**