



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 27th MAY 2021 COMMENCING AT 7.30PM

Present: Cllr A. Britten, Cllr J. Gough, Cllr D. Mahon, Cllr T. Rickett B.E.M., Cllr S. Torn, Cllr R Turner and Cllr S. Wilton.

* denotes absence

It was agreed at the Parish Council Meeting on 6th May 2021 that there should be 7 members of the Personnel Committee in 2021/22.

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

PER/230/21 Elect a Chairman

Following nomination by Cllr Torn and being seconded by Cllr Turner, Cllr Britten was appointed as Chairman.

PER/231/21 Elect a Vice Chairman

Following nomination by Cllr Wilton and being seconded by Cllr Turner, Cllr Rickett B.E.M., was appointed as Vice Chairman.

PER/232/21 Public Forum.

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

PER/233/21 Apologies for absence.

There were no apologies.

PER/234/21 Minutes.

The Minutes of the meeting held on 4th February 2021 were agreed and signed by the Chairman as being a true record.

PER/235/21 Declarations of Interest.

There were no declarations of interest.

PER/236/21 Chairman's Announcements.

There were no Chairman's Announcements.

PER/237/21 Review of Finances

To year end 31st March 2021.

The total budget for personnel in the financial year 2020/21 was £311,250. This was revised downwards to £273,950 when the forecast for the 2021/22 budget was considered to reflect staff being furloughed and reduced working hours. The final expenditure was £276,322 including expenses, training, protective clothing and the cost for administering the payroll. *An omission from the original report was that a grant of £16,466 was received from HMRC.*

From 1st April 2021 to 20th May 2021

	Actual spend	Budget	Estimated spend to 31 st May 2021*
Salaries/NI/Pensions	18,771	310,000	51,666
Childcare Vouchers**	254	0	
Payroll Admin Charge	0	800	133
Staff Expenses/ Mileage	86	2,500	416
Staff Training	135	1,500	250
Recruitment Advertising	0	250	41
Protective Clothing	0	400	66
Totals	19,246	315,450	52,572

*Estimated spend is the full budget 2021/22 divided by 12 and multiplied by 2.

**Childcare vouchers are included in the budget for salaries/NI/Pensions.

Expenditure on salaries is much lower than expected to date, even though the May salaries haven't been included in the analysis. This is due to reduced working hours to reflect the limited hires at the halls.

The Committee NOTED the Financial position at 31st March 2021 and the Financial Report to 30th April 2021.

PER/238/21 Policies

The Committee reviewed the Staff Performance and Development Policy and Lone Working Policy attached and recommended them to the full Council.

PER/239/21 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/240/21 Staff matters

a) Home working/ returning to work

The government's Roadmap to the easing of restrictions as part of their response to the Coronavirus pandemic is that staff work from home where they can up until step 4 which is on 21st June 2021 at the earliest.

The Facilities Officer goes to all buildings regularly during the week and the Administration Clerk works at least one morning a week at the office. Other staff go into the office as necessary but with prior communication within the team to ensure as few people are in one office at a time. This is especially important when other hires are in the building to ensure as few contact points as possible.

When staff go into the office they are encouraged to follow guidance to reduce the spread of the disease which includes wearing face coverings in communal areas, frequent handwashing, sanitising surfaces and touchpoints in their office on entering and leaving, ventilation whilst in the office and afterwards if a caretaker is available and if it is possible, minimal use of the kitchen, using own supplies and sanitising where necessary and use of designated staff toilets. Staff are requested not to admit people who haven't made prior appointments to visit the office and to activate the barriers outside their door to restrict access. Anywhere that visitors touch should be sanitised.

b) Staff review

The Committee received an overview of hours worked by staff members and **NOTED that staff working hours are under regular review and that the appropriate measures will be deployed to cover work, flexibly as necessary.**

c) Recruitment of a Clerk.

The Clerk (and Responsible Finance Officer) had tendered 3 months' notice in a letter to the Chairman dated 19th May 2021. The Clerk hoped to work with the Council to enable a smooth transition. A copy of the job description, contract of employment, NALC pay scales, a draft advertisement and application form had been circulated to the Committee. An approach had been made to the CEO of WSALC to enquire about their recruitment process.

Following discussion, the Committee **AGREED** that **WSALC** would be best placed to find a well qualified and professional Clerk. It was further **AGREED** that **WSALC** should be engaged to provide a full recruitment service and that the process should commence as soon as possible. A working party consisting of Cllr Britten, Cllr Wilton and Cllr Rickett B.E.M.. would take the recruitment process forward and report back to the Personnel Committee.

PER/241/21 Next Meeting

The next Personnel Committee Meeting is scheduled for 1st October 2021, but it was recommended that it would be prudent to hold an Extraordinary Committee Meeting at the end of June 2021 to keep members informed on progress of the recruitment.

There being no other business, the Chairman closed the meeting at 8.10 p.m.

..... Chairman

..... Dated