

Hassocks Parish Council POLICY RESOURCES and
COMMUNICATIONS COMMITTEE meeting 20th September 2016
7.30pm

Attendees: Chair, Judith Foot (JAF); Vice Chair, Justine Fisher (JF); Kate Bailey; Ian Credland; Frances Gaudencio; Ian Weir; Sue Hatton and Nick Owens
Jane Bromley, Acting Clerk.
No members of the public present.

16/444 Apologies for absence: Peter Gibbons

16/445 Disclosure of interests: None declared

16/446 Minutes: The minutes of the meeting on 25th July 2016 as previously circulated were agreed an accurate account of that meeting.

16/447 Public Participation: None.

16/448 Staffing Committee:

1) Members considered the membership of the Staffing Committee currently made up of the Chairman, Vice Chairman and Chairman of the Policy, Resources and Communications Committee.

Members agreed these members of the Staffing Committee although they also agreed that, the Vice Chair of the Policy Resources and Communications Committee could be substituted for the Chair of that Committee. The wording would include the provision 'either of the: Chair; or Vice Chair of the Policy Resources and Communication Committee'.

2) Members considered increasing the membership of this Committee to ensure that the Staffing Committee Terms of Reference were reviewed and that the highest possible standard of staff management is met.

Members agreed that two additional members were required for the Staffing Committee and that the Terms of Reference would be broadly set out in the recommendation to the Parish Council for additional members. The detail to be worked upon subsequently by the newly constituted staffing committee. The additional two members would ease the workload for individuals on the Committee, give a broader perspective to the role and make a quorate meeting more possible during holiday periods.

3) Recommendation: Members are recommended to increase the membership of the Staffing Committee, to consider those within the Group with the relevant expertise and make a recommendation to the Council.

There were lengthy discussions as to the source of the additional members of the Staffing Committee. Members agreed that membership should be open to the whole Parish Council. Parish Councillors should put themselves forward to the PRC Committee if they felt they had the expertise and time for such a role. Questions around confidentiality arose with regard to this course of action. It was agreed that members to be included on the Staffing

Committee should also become members of the PRC Committee because of this.

Matters discussed by the Staffing Committee were often Confidential. During discussions it became apparent that the Committee were unsure as to whether other members of the Parish Council were not then party to the Confidential Minutes of the Committee.

IW confirmed that as per the Standing Orders all Councillors are entitled to have access to Confidential Minutes.

The role of the Staffing Committee was discussed at length.

NO concluded that each Staff member ought to have an individual member as a mentor to whom they could go if they had issues which were not appropriate to discuss with the Clerk. In addition this would be someone to whom the Clerk could turn.

Whether it was appropriate for the Staff to choose their own mentor or whether the mentor should be identified to them was discussed. It was felt that the Chair of the Parish Council traditionally fulfilled this role and this Vice Chair if the Chair was unavailable.

FG agreed with NO suggestion of an individual mentor. She felt this should be included in the contract of employment.

JF felt it would be necessary to see what arrangements other Councils had and something the Staffing Committee could undertake when formed.

JAF discussed the appraisal system and thought the practice of feedback from all Committee Chairs was a good one.

16/449 Urgent Matters at the discretion of the Chairman for noting and/or inclusion on a future agenda. None discussed.

16/450 DATE OF NEXT MEETING: Tuesday 18th October 2016.

16/451 EXCLUSION OF THE PUBLIC AND PRESS.

In view of the confidential nature of the business to be transacted Councillors were referred to the Confidential Agenda. Members of the public or press present if any were asked to withdraw from the meeting in the public interest.

Pursuant to Procedure Rule 20 and in accordance with Section 100 A (4) of the Local Government Act 1972, the Parish Council resolved to exclude the press and public for the duration of the meeting.

16/452 Discussed in confidential session

16/453 Discussed in confidential session to page 1029

The meeting ended at 10.25pm