Ringmer Parish Council

Minutes of the Meeting of the Personnel Sub-Committee
on Thursday 3rd February 2022 at 17:00 in the Parish Rooms at Kings Academy Ringmer

Present:
Cllr Gordon Sims (Chairman of Parish Council), Cllr Gavin May, Cllr Sarah Philips (Vice Chairman of Parish Council), Cllr Tara Barber
Clerk: Abbe Charlesworth

Item	Agenda Item (P21)	Act
1.	**Apologies for absence** None.	
2.	**Declarations Of Members' Interests and Dispensation Requests** None were received.	
3.	**Minutes were accepted and signed from the personnel Sub Committee meeting held on 21st October 2021**	
4.	No public present.	
5.	**Due to the sensitive and legal nature of the following item P21/4 the following resolution was passed:** **RESOLVED: That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the Press and Public be temporarily excluded, and they are instructed to withdraw in accordance with section 100A (2) and (4) of the LGA 1972**	
6.	**To consider response and any action to correspondence received from ACAS for an early conciliation claim received in respect of an ex-employee** Cllr Sims continues to offer to represent the Parish Council in negotiations with ACAS and has submitted RPC defence on 24/1/22. Response was to deny the claim on the grounds that no particulars were given . Cllrs May and Philips agreed and thanked Cllr Sims and Cllr Phillips agreed the claim should be challenged. Cllr May agreed the claim was vague and did not have enough detail. Karen Crowhurst will be asked to supply more details and particulars. Cllr Sims agreed to keep the Personnel Sub-Committee informed of progress and would also update the rest of the Parish Council where issues of confidentiality did not preclude this.	GS
9. (7)	**To agree and review any actions on the external HR report.** Cllr Phillips would set up a mtg with the Clerk to review previous Strategic Plans and Communication Group for RPC. Documents were drafted in 2021 and it was agreed by all that a good start would be to review these documents.	SP/ Clerk
10. (8)	**Staffing matters were considered by the Cllrs** **10.1** It was discussed that the new Clerk had been in position for 3 weeks. Handover had not been as effective as expected. Cllrs agreed for previous RFO to work at £10 an hour when needed for PAYE, End of Year budget support or ongoing budget queries. It was discussed that Deputy Clerk could be leaving once she has found a job and not necessarily in position until end of March as originally thought. **10.2** It was agreed that the Clerk could move forward to register for CiLCA having successfully completed ILCA. **10.3.** 18:00 Clerk asked to leave the meeting at this point as Cllrs to consider staff pay/pension: Clerk asked to leave.	All
11. (9)	**Date of next meeting and items for inclusion on the agenda** Cllrs to advise on when the next meeting will be.	All
12. (10)	**Meeting closed at approximately 18:30**	

Chairman…….…… **Date**…….