



**Minutes of the Meeting of the Working Practices Committee
Wednesday 18 May 2022
7.30pm**

Present: Cllrs Doug Waller (Chair), Dave Homer, Roy Margetts and Sarah Wilson.

In attendance:

G Burt, Clerk to the Council

26/22 Chairman's Announcements.

The Chairman advised

1. That the meeting was being streamed to the internet;
2. That Cllrs wishing to speak should raise their hand and speak loudly and clearly.

27/22 Apologies

Apologies for absence were received from Cllrs Paul Berry and Craig Gale - prior commitments. On the proposal of Cllr Doug Waller, seconded by Cllr Sarah Wilson **RESOLVED** to accept the reasons given.

28/22 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

None.

29/22 Public Session.

None.

30/22 Approval of the Minutes of the Working Practices Committee meeting held on 16 March 2022, previously circulated.

On the proposal of Cllr Dave Homer, seconded by Cllr Sarah Wilson **RESOLVED** that the minutes be accepted and signed as a correct record accordingly.

31/22 Matters Arising

None.

32/22 To ratify new: Data Subject Access Request Policy & Procedure and Privacy Notice

The Clerk reported that these two documents had had to be reviewed quite quickly so as to enable the Council to post a new contact form on the website, for forthcoming Jubilee activities. A Cllr not on the Committee, had made some suggestions and raised some queries. **DEFER** pending circulation of this e-mail to all members of the Committee and subsequent feedback from the consultant who drafted it.

33/22 To approve relocating Neighbourhood Wardens to Parish Office

Members considered a report from the Clerk, advising that with some re-arrangement of the Parish Office, the Neighbourhood Wardens who had since their appointment, been based in Changing Rooms at the Billingshurst Centre, could be relocated to a room currently used for filing and storage. Apart from some decorating, the only alteration required was the addition of a window, STP. The Wardens already worked very closely with council officers, so it would provide for more integrated working. On the proposal of Cllr Doug Waller, seconded by Cllr Sarah Wilson, **RESOLVED** that the proposal as outlined be supported, and the F&GP Committee be invited to allocate funds accordingly.

34/22 Exclusion of Press & Public.

On the proposal of Cllr Sarah Wilson, seconded by Cllr Doug Waller, **RESOLVED** that in view of the confidential nature of the business about to be transacted (staffing), the press and public be temporarily excluded and they are instructed to withdraw.

35/22 Reports for noting.

The Clerk reported on the 22-23 pay award (ongoing), new members of staff and other staff matters.

NOTED

36/22 End of Year Reviews

The Clerk had asked Members for some assistance in setting out what form such EOY Reviews might take. The Chairman circulated something he felt might form the basis of a suitable process. The Clerk would amend this accordingly and present it to the next meeting.

37/22 2021-22 Pay Award

Following on from the 1.75% nationally agreed pay award for 21-22, on the proposal of Cllr Doug Waller, seconded by Cllr Sarah Wilson, **RESOLVED** that the new salaries of affected staff be confirmed as set out in the tables.

38/22 Any other Matters for information only.

None

39/22 Date of Next Meeting: Wednesday 13 July 2022.

Meeting closed at 8.16pm.

Chairman

Date