



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Email: clerk@aldingbourne-pc.gov.uk

NOTICE OF MEETING

You are hereby summoned to the Aldingbourne Parish Council Governance & Staffing Committee to be held in the Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA on Thursday 19 January 2023 at 7.00 pm.

AGENDA

1. Apologies for absence

Cllr Mario Trabucco (personal).

2. Declarations of Interest

Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this Agenda in which they may have an interest.

3. Public Participation.

4. The Public Forum will last for a period of up to 15 minutes during which members of the public may ask layout, 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.

5. To receive and approve minutes of previous meeting 23 June 2022

6. Matters arising from previous minutes & action items 23 June 2022

7. Personnel

- To note that a Local Government Pension Scheme Suspension Notice had been received from West Sussex County Council due to no employees currently in the pension scheme – to be signed by Cllr Foott.
- To note that the new NALC 2022/2023 pay scales have been received November 2022 and have been applied through payroll as previously agreed. (copy attached).
- To note in this committee that the Clerk has successfully completed the CiLCA qualification and received her certificate.
- To note that the Clerks Performance Management Appraisal took place 20.10.22.

8. Governance

- To note updated policies schedule (copy attached).
- To agree the following policies:-
 - a. Dignity at Work Policy (NEW).

- b. Guidance for using the Dignity at Work Policy (NEW).
 - c. Civility & Respect Councillor/Officer Protocol Policy (NEW).
 - d. Training & Development Policy (NEW).
 - e. Pensions Employer Discretions Policy (NEW) to agree to put this on hold due to no employees currently in a pension scheme.
 - f. To consider a new ICT E-Policy which amalgamates, IT Security for Councillors and Staff Policy, Privacy Notices, Broadcasting and Filming Policy and National Cyber Security Action Plan – to include use of photos and images.
9. **Agenda item 9 - Any other business for information:** – Items for inclusion on the next agenda
None.
10. **Agenda item 10 - Exempt Business:** – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business. Nothing to note.
11. **Agenda item 11 - To agree the next meeting of the Governance & Staffing Committee**
Councillors agreed that the meetings should be held twice yearly, and the next meeting would be Thursday 15 June 2023.