

**Minutes of a meeting of the  
Joint Staff Committee  
Adur District and Worthing Borough Councils  
QEII Room, Shoreham Centre, Shoreham-by-Sea**

**19 March 2024**

Councillor Carson Albury (Chairman)

**Adur District Council:**

Mandy Buxton  
Robina Baine

**Worthing Borough Council:**

Rosey Whorlow  
Margaret Howard  
Elizabeth Sparkes

**Absent:**

Councillors Robina Baine, Mandy Buxton and Elizabeth Sparkes.

**JStC/1/23-24          Substitute Members**

Councillor Debs Stainforth substituted for Councillor Robina Baine.

**JStC/2/23-24          Minutes**

**Resolved** that the minutes of the Joint Staff Committee meeting held on the 29th March 2023, be approved as an accurate record and signed by the Chairman.

**JStC/3/23-24          Declarations of Interest**

There were no declarations of interest by those present.

**JStC/4/23-24          Public Question Time**

No questions were received.

**JStC/5/23-24          Members Questions under Council Procedure Rule 12**

No questions were received.

**JStC/6/23-24          Items Raised under Urgency Provisions**

There were no items raised under urgency provisions.

Before the Committee was a report by the Assistant Director for People and Change, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 7.

The report summarised the Flexible Working (Amendment) Regulations 2023, Paternity Leave (Amendment) Regulations 2024 and Carer's Leave Act 2023 and Carer's Leave Regulations 2024 which would apply as of April 2024.

The Committee was informed that both internal communications and drop-in surgeries would be used to promote changes to staff.

The Committee welcomed the proposals and supported the recommendations as set out in the report.

### **Decision**

That the Joint Staff Committee

1. Noted the legislative changes to Adur & Worthing Councils' Flexible Working Policy, Family Friendly (Paternity Leave, Parental Leave, and Childcare Subsidy) Policy and Leave Policy from 6th April.
2. Noted that where Adur & Worthing Councils policies above are more generous than the Government legislative requirement, the policies will not change. The changes are intended to ensure the Councils comply with government legislation not to reduce employee rights.
3. Delegated authority to the Assistant Director for People & Change (in consultation with the Chief Financial Officer and the Assistant Director for Legal & Democratic Services, where relevant) to make minor and non-material amendments to the policies above in accordance with the legislative requirements.

The meeting was declared closed by the Chairman at 7.10 pm, it having commenced at 6.30 pm

**Chairman**