



# Broadbridge Heath Parish Council

[www.broadbridgeheath-pc.gov.uk](http://www.broadbridgeheath-pc.gov.uk)

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Members of the Broadbridge Heath Personnel Committee are hereby summoned to the **ONLINE PERSONNEL COMMITTEE MEETING** on **MONDAY 22<sup>nd</sup> of MARCH** commencing at **7.30 pm**. The first 15 minutes are available for the public and the press who have a right to attend to express a view or ask a question on relevant matters on the following agenda (Standing Order 3d). Members of the public are welcome to remain and observe the rest of the meeting.

## ***To join the meeting:***

Join Zoom Meeting from your laptop, tablet or smartphone using Meeting ID: 399 976 6187

<https://us02web.zoom.us/j/3999766187?pwd=RmZoaERDZ0w3TnN3Q1R1c0ZtSDhUZz09>

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Signed: *Lucinda Edwards*

L Edwards (Clerk) – 17<sup>th</sup> of March 2021

## **AGENDA**

1	<b>PUBLIC SPEAKING</b>	<b>19:30-19:45</b>
2	<b>APOLOGIES AND REASON FOR ABSENCE</b>	<b>19:45</b>
	To receive and agree any apologies for absence and document the reasons for such.	
3	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b>	<b>19:45-19:50</b>
	To receive any disclosure by Members of personal interests in Matters on the Agenda, the nature of the interest and whether the Member regards the interest as personal, prejudicial or pecuniary under the terms of the Revised Code of Conduct from members.	
4	<b>MINUTES OF THE PREVIOUS PERSONNEL COMMITTEE MEETING</b>	<b>19:50-19:55</b>
	To approve the minutes from the Personnel Committee meeting held on the 18 <sup>th</sup> January 2021.	
5	<b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b>	<b>19:55-20:00</b>

		To receive announcements from the Chairman of the Personnel Committee.	
	<b>6</b>	<b>STAFFING BUDGET</b>	<b>20:00-20:05</b>
		To receive an update from the Clerk on staffing expenditure versus budget for 2020/21.	
	<b>7</b>	<b>ASSISTANT CLERK END OF PROBATION PERIOD</b>	<b>20:05-20:20</b>
		To receive a proposal from the Clerk and agree an appropriate recommendation to full council.	
	<b>8</b>	<b>CLERK APPRAISAL</b>	<b>20:20-20:30</b>
		To receive an update from the Chairman.	
	<b>9</b>	<b>FUTURE STAFFING MODEL</b>	<b>20:30-20:40</b>
		To receive an update on actions by the Clerk and agree any next steps.	
	<b>10</b>	<b>MATTERS RELATING TO PERSONNEL</b>	<b>20:40-20:50</b>
		To discuss, comment upon and agree if appropriate, proposed training events for councillors and staff and any staff/pension related matters.	
	<b>11</b>	<b>DATE OF NEXT MEETING</b>	<b>20:50</b>
		The date of the next meeting is Monday the 28 <sup>th</sup> of June 2021	

\*\* Pursuant to the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100, and because of the confidential nature of the business to be transacted, the public and press will be required to leave the meeting during the consideration of these items