



# Broadbridge Heath Parish Council

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

clerk@broadbridgeheath-pc.gov.uk 07716 130103  
Parish Office, Sargent Way, Broadbridge Heath RH12 3TS

Members of the Broadbridge Heath Personnel Committee are respectfully summoned to a meeting to be held at **The Parish Office, Sargent Way** on **Monday 21<sup>st</sup> of March 2022** commencing at **7.45pm**. 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 stay and observe the rest of the meeting.

Signed: *Lucinda Edwards*

L Edwards (Clerk) – 15<sup>th</sup> March 2022

## Personnel Committee Members:

Cllr C Knight, Cllr V Edwards, Cllr D Trangmar, Cllr G Clark, Cllr T Oliver.

## AGENDA

<b>1</b>	<b>PUBLIC SPEAKING</b>
<b>2</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b> Recommendation: To receive and agree any apologies for absence and document the reasons for such.
<b>3</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b> Recommendation: 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.
<b>4</b>	<b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b> Recommendation: To receive and note announcements from the Chairman of the Personnel Committee.
<b>5</b>	<b>MINUTES</b> Recommendation: To approve and sign the minutes of the Personnel Committee meeting held on 11 <sup>th</sup> October 2021.
<b>6</b>	<b>EXCLUSION OF PRESS AND PUBLIC</b> Recommendation:- To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to staff matters.
<b>7</b>	<b>CLERK</b> To evaluate the Clerk salary and agree the appropriate SCP.
<b>8</b>	<b>ASSISTANT CLERK</b> 8.1 To review the amended job description and consider and agree role title and remuneration. 8.2 To consider Cilca and training hours.
<b>9</b>	<b>RECRUITMENT UPDATE</b>

	9.1 To receive an update following the interview process and agree, if appropriate recommendations to full council.
<b>10</b>	<b>DATE OF NEXT MEETING</b>
	Monday 27 <sup>th</sup> June – 19:45.

\*\* 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