



Broadbridge Heath Parish Council

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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 26th of September 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) – 21st September 2022

Personnel Committee Members:

Cllr C Knight, Cllr D Trangmar, Cllr G Clark, Cllr T Oliver, Cllr K Smith

AGENDA

1	PUBLIC SPEAKING
2	APOLOGIES AND REASON FOR ABSENCE Recommendation: To receive and agree any apologies for absence and document the reasons for such.
3	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES 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.
4	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY Recommendation: To receive and note announcements from the Chairman of the Personnel Committee.
5	MINUTES Recommendation: To approve and sign the minutes of the Personnel Committee meeting held on 27 th June 2022.
6	EXCLUSION OF PRESS AND PUBLIC 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 items relates to staff matters.
7	COMMUNITY AND FACILITIES OFFICER To agree the proposals for the signing out of probationary period for the Community and Facilities Officer, for recommendation to full council.
8	DEPUTY CLERK APPOINTMENT To provide feedback following the appointment into the role of Deputy Clerk, including cross-training proposals and appraisal feedback.
9	STAFFING STRATEGY Recommendation: To receive an update on current structure, roles and responsibilities and general activity and to receive recommendations from the Clerk on staffing resource.

10	BUDGETARY CONSIDERATIONS
	10.1 To consider the expected NJC National Pay award for 2022/23 10.2 To consider any budgetary recommendations for 2023/34
11	TERMS OF REFERENCE
	To consider a proposed amendment to the Personnel Committee Terms of Reference.
12	MATTERS RELATING TO PERSONNEL
	To discuss, comment upon and agree if appropriate, proposed training events for councillors and staff and any staff/pension related matters.
13	DATE OF NEXT MEETING
	Monday 16 th January 2023 – 19:45 TBC.

** 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