



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 23rd of January 2023** commencing at **7.30pm**. 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) – 17th January 2023

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 26 th September 2022.
6	OFFICER CONTRACTED HOURS** Recommendations: 6.1 To ratify additional hours worked during December 6.2 To receive an update on the 2022/23 staffing budget and use of EMR HR resource. 6.3 To consider a recommendation to increase the contracted hours for the Clerk to 23 hours per week and Deputy Clerk to 20.5 hours per week, with effect from 1 st April 2023.
7	MANAGEMENT OF ANNUAL LEAVE** Recommendation: To receive a report on officers' annual leave status and agree any appropriate actions.
8	USE OF OFFICER VEHICLES Recommendation: To consider current use of officer vehicles and any applicable measures required.
9	COMMUNITY AND FACILITIES OFFICER**

	To receive a salary scale point recommendation from the Clerk in relation to the Community and Facilities Officer's annual pay review.
10	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.
11	DATE OF NEXT MEETING
	Monday 17 th July 2023 – 19:30

** 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