



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 29th of January 2024** commencing at **8.30pm**. 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) – 23rd January 2024

Personnel Committee Members:

Cllr C Knight, Cllr G Clark, Cllr T Oliver, Cllr S Hazell

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 13 th November 2023.
6	ANNUAL LEAVE CONSIDERATIONS Recommendations: 6.1 To receive an update and recommendation on annual leave for 2023/24 6.2 To receive an update on annual leave/average pay
7	STAFFING BUDGET To receive an update on staffing budget, including EMR use for additional hours.
8	EMPLOYMENT CONTRACTS To review the New NALC Model Employment Contract and approve for the Clerk to commence process to update staff contracts to new model.

9	RECRUITMENT AND STAFF STRUCTURE
	<p>9.1 To agree title, role definition, job description, reporting/line management and salary scale of new role.</p> <p>9.2 To consider proposals for staff structure amendments in relation to a new staff member.</p> <p>9.3 To agree for Clerk to commence works on job description amendments.</p> <p>9.4 To agree to delegate to the Clerk and Chair of Personnel Committee to progress recruitment process.</p>
10	CONTRACTED HOURS AND PAY CONSIDERATIONS
	<p>10.1 To receive recommendations regarding staffing contracted hours.</p> <p>10.2 To receive recommendations in relation to staff pay.</p>
11	DATE OF NEXT MEETING
	Monday 18 th November 2024 – additional earlier date to be agreed.

** 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.