



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 11th of March 2024** commencing at **1.00pm**. 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) – 6th March 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 29 th January 2024.
6	RESIGNATION OF COMMUNITY AND FACILITIES OFFICER Recommendations: 6.1 To note the resignation of the Community and Facilities Officer and details relating to the end of employment contract. 6.2 To note the reduction in resource hours across staffing. 6.3 To receive and review tasks lists for council roles with a view to role and job description amendments.
7	RECRUITMENT Recommendation: To reconsider the role specification and terms and conditions of employment for the new role for recruitment, following news of the resignation of the Community and Facilities Officer.
8	STAFFING STRUCTURE Recommendations: 8.1 To approve staffing structure changes. 8.2 To consider terms and conditions of employment in respect of amendments to job descriptions.

9	STAFFING BUDGETARY CONSIDERATIONS
	Recommendations: 9.1 - To delegate to Clerk to approve any required additional hours, from April 1 st 2024, within monthly pro-rata salaries budget line 9.2 – To agree a recommendation to council to retain the HR resource EMR into 2024/25 for contingency/recruitment purposes.
10	DATE OF NEXT MEETING
	Monday 18 th November 2024 – additional meeting to be scheduled as required.

** 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.