



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk

clerk@broadbridgeheath-pc.gov.uk

01403 900665

Parish Office, Sargent Way, Broadbridge Heath RH12 3TS

Members of the Broadbridge Heath Personnel Committee are respectfully summoned to a **Personnel Committee** meeting to be held at **The Parish Office, Sargent Way** on **Monday 21st of July 2025** commencing at **7pm**. 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: *Louise Shaw*

L Shaw (Locum Clerk) – 15th July 2025

Personnel Committee Members:

Cllr G Clark, Cllr J Coker, Cllr T Oliver, Cllr S Hazell, Cllr S Chandler, Cllr L C Wing, Cllr P Knapp

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 24 th of March 2025.
6	CONFIDENTIAL SESSION
	To resolve that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remaining item(s) of business on the grounds that they involve the likely disclosure of confidential information as defined in Part 1 of Schedule 12A of the Local Government Act 1972." Purpose: To discuss sensitive matters, such as staffing, legal issues, or commercially sensitive information, as specified in the confidential session agenda.
7	STAFFING – CLERK JOB DESCRIPTION
	To review and agree on the final wording for the Clerk's job description.

8	STAFFING – CLERK JOB ADVERTISEMENT
	To agree the content of the Clerk job advertisement. To consider suitable publication platforms, e.g., WSALC website.
9	STAFFING – CLERK SALARY
	To determine and agree on the appropriate salary scale for the Clerk role.
10	STAFFING – RFO ‘step up’ role
	To receive an update on the acting RFO candidate. To consider and approve the RFO job description. To agree on the RFO’s weekly working hours. To establish a timeline for the RFO role moving forward.
11	EMPLOYMENT CONTRACTS AND JOB DESCRIPTIONS
	To delegate authority to the Locum Clerks and nominated councillor(s) to finalise any employment contracts or job descriptions agreed during this meeting.
12	DATE OF NEXT MEETING
	To be confirmed.

** 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.