



# Broadbridge Heath Parish Council

[www.broadbridgeheath-pc.gov.uk](http://www.broadbridgeheath-pc.gov.uk)

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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 24<sup>th</sup> of March 2025** 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) – 19<sup>th</sup> March 2025**

**Personnel Committee Members:**

Cllr G Clark, Cllr J Coker, Cllr T Oliver, Cllr S Hazell, Cllr S Chandler

## **AGENDA**

<b>1</b>	<b>PUBLIC SPEAKING</b>
<b>2</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b> Recommendation: To receive and agree any apologies for absence and document the reasons for such.
<b>3</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b> 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.
<b>4</b>	<b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b> Recommendation: To receive and note announcements from the Chairman of the Personnel Committee.
<b>5</b>	<b>MINUTES</b> Recommendation: To approve and sign the minutes of the Personnel Committee meeting held on 6 <sup>th</sup> February 2025.
<b>6</b>	<b>CONFIDENTIAL SESSION</b> 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.
<b>7</b>	<b>STAFFING – PROBATION PERIOD REVIEW</b> 7.1 To receive feedback on the progress of the Administrative Assistant's probationary period.

	7.2 To consider and agree the process for the end of probation period sign off.
<b>8</b>	<b>ANNUAL LEAVE CONSIDERATIONS</b>
	Recommendations: 8.1 To receive an update on annual leave for 2024/25. 8.2 To receive an update on annual leave/average pay.
<b>9</b>	<b>STAFFING BUDGET</b>
	To receive an update on staffing budget for 2024/25.
<b>10</b>	<b>TIME RECORDING</b>
	To receive an update on advice obtained and recommendations in relation to time-recording.
<b>11</b>	<b>EMPLOYMENT CONTRACTS AND JOB DESCRIPTIONS</b>
	11.1 To receive an update on advice obtained relating to updating staff contracts and job description review. 11.2 To consider a request for flexible working. 11.3 To consider contractual pay terms.
<b>12</b>	<b>DATE OF NEXT MEETING</b>
	Monday 10 <sup>th</sup> November 2025 – 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.