



# 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 Personnel Committee are respectfully summoned to a meeting to be held at **The Parish Office, Sargent Way** on **Thursday 6<sup>th</sup> of February 2025** 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) – 31<sup>st</sup> January 2025

**Personnel Committee Members:**

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

## AGENDA

1	<b>PUBLIC SPEAKING</b>
2	<b>APOLOGIES AND REASON FOR ABSENCE</b>
	Recommendation: To receive and agree any apologies for absence and document the reasons for such.
3	<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.
4	<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.
5	<b>MINUTES</b>
	Recommendation: To approve and sign the minutes of the Personnel Committee meeting held on 18 <sup>th</sup> November 2024.
6	<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.
7	<b>PERSONNEL REPORT</b>
	Recommendation: To review recommendations from the report prepared by the Chair and Vice Chair of Personnel Committee.
8	<b>HR SERVICES PROVISION</b>
	Recommendation: To consider a proposal for the provision of HR services.
9	<b>STAFFING MATTERS</b>
	To discuss staffing matters.
10	<b>DATE OF NEXT MEETING</b>
	Monday 24 <sup>th</sup> March 2025 – 8:30pm.