



# Broadbridge Heath Parish Council

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

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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 25<sup>th</sup> 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) – 20<sup>th</sup> March 2024

Personnel Committee Members:

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

## 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 meetings held on 29 <sup>th</sup> January 2024 and 11 <sup>th</sup> March 2024.
6	<b>ROLES AND RESPONSIBILITIES</b> Recommendation: To receive and review tasks lists for current and proposed council roles with a view to role and job description amendments.
7	<b>PREVIOUS RESOLUTIONS REGARDING CONTRACTED HOURS</b> Recommendations: To note officers' responses to change of contracted hours correspondence.
8	<b>FUTURE STAFFING STRUCTURE</b> Recommendations: 8.1 To consider the Committee's proposal for an establishment of 4, to include Clerk, Deputy Clerk, Environment and Facilities Officer and a Finance and Admin Officer, receive associated recommendations from the Clerk, and agree next steps. 8.2 To agree staffing structure changes and appropriate amendments to terms and conditions of employment. 8.3 To consider a temporary contract amendment as a trial for the Clerk/RFO role.
9	<b>RECRUITMENT</b> Recommendation: To finalise the role specification and terms and conditions of employment for EFO.
10	<b>DATE OF NEXT MEETING</b> Monday 18 <sup>th</sup> November 2024 – additional meetings 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.