



Broadbridge Heath Parish Council

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PO Box 1009, Cowfold, Horsham, RH12 9RX

Members of the Broadbridge Heath Personnel Committee are hereby summoned to the **ONLINE PERSONNEL COMMITTEE MEETING** on **MONDAY 7th of SEPTEMBER 2020** commencing at **7.00 pm**. 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 remain and observe the rest of the meeting.

To join the meeting:

Join Zoom Meeting from your laptop, tablet or smartphone using Meeting ID: 399 976 6187

New to Zoom?

Use this link to install the app <https://www.zoom.us/>

Members of the public or press should send an email to the Clerk, in advance of the meeting, to request an access password.

Signed: *Lucinda Edwards*

L Edwards (Clerk) – 2nd of September 2020

AGENDA

1	PUBLIC SPEAKING
2	APOLOGIES AND REASON FOR ABSENCE To receive and agree any apologies for absence and document the reasons for such.
3	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES 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	MINUTES OF THE PREVIOUS PERSONNEL COMMITTEE MEETING To approve the minutes from the Personnel Committee meeting held on the 1 st of June 2020.
5	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY To receive announcements from the Chairman of the Personnel Committee.
6	ENVIRONMENT OFFICER

	6.1 To review the amended job description for the EO. 6.2 To receive a recommendation, and approve if appropriate, for the replacement/upgrade of the EO tablet.
7	ASSISTANT CLERK RECRUITMENT
	7.1 To receive an update on the recruitment process 7.2 To receive a recommendation from the interview panel of the successful candidate and approve, if appropriate, to recommend the appointment to full council.
8	INCREMENTAL PAY INCREASE
	To agree if appropriate, the annual incremental pay increase for the Clerk and Environment Officer.
9	MATTERS RELATING TO PERSONNEL
	To discuss, comment upon and agree if appropriate, proposed training events for councillors and staff and any staff/pension related matters.
10	DATE OF NEXT MEETING
	The date of the next meeting is Monday the 23 rd of November 2020.

** 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