



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 a meeting to be held at **St John's Church Community Hall** on **Monday 2nd of March 2020** commencing at **7:00pm**. 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) – 25th of February 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	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY To receive announcements from the Chairman of the Personnel Committee.
5	RECRUITMENT AND STAFFING** To receive updates, discuss and if relevant make decisions regarding the following items: 5.1 HR SERVICES To receive details of service options available through HR Services Partnership and agree as appropriate. 5.2 ASSISTANT CLERK RECRUITMENT To agree the next steps in the recruitment process. To review the terms within the Assistant Clerk Contract of Employment 5.3 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.
6	DATE OF NEXT MEETING The date of the next meeting is Monday the 16 nd of March 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