



# Broadbridge Heath Parish Council

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

clerk@broadbridgeheath-pc.gov.uk 07716 130103  
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 1<sup>ST</sup> of JUNE 2020** commencing at **7.45 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) – 26<sup>th</sup> of May 2020

## **AGENDA**

<b>1</b>	<b>PUBLIC SPEAKING</b>
<b>2</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b> 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> 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> To receive announcements from the Chairman of the Personnel Committee.
<b>5</b>	<b>RECRUITMENT AND STAFFING**</b> To receive updates, discuss and if relevant make decisions regarding the following items:  5.1 RESPONSIBLE FINANCE OFFICER To review the contract for the RFO.

	<p><b>5.2 ENVIRONMENT OFFICER</b>  5.2.1 To consider any additional measures as required due to the Covid19 pandemic.  5.2.2 To consider any required adjustments to the role on acquisition of the Parish Office and additional parcels of land.</p> <p><b>5.3 ASSISTANT CLERK RECRUITMENT</b>  To agree the next steps in the recruitment process.</p> <p><b>5.3 MATTERS RELATING TO PERSONNEL</b>  To discuss, comment upon and agree if appropriate, proposed training events for councillors and staff and any staff/pension related matters.</p>
<b>6</b>	<b>DATE OF NEXT MEETING</b>
	The date of the next meeting is Monday the 14 <sup>th</sup> of September 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