



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the online **PERSONNEL COMMITTEE** meeting held on
Monday 18th of January 2021 at 7.30pm

Present Were: Cllr Christine Knight (Chair)
Cllr Terry Oliver
Cllr David Trangmar
Cllr Viv Edwards
Cllr Ian Blunnie

Assistant Clerk: Lucinda Edwards

Members of the Public: None

Press: None

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| P001/21 | PUBLIC SPEAKING |
| | No members of the public were present. |
| P002/21 | APOLOGIES AND REASON FOR ABSENCE |
| | None |
| P003/21 | DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES |
| | None. |
| P004/21 | COMMITTEE MINUTES |
| | Members resolved to APPROVE the minutes of the Personnel Committee meeting held on the 23 rd November 2020. The minutes were signed by the Chair. |
| P005/21 | CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY |
| | None. |
| P006/21 | STAFFING BUDGET UPDATE |
| | The Clerk presented an update on staffing budget for 2020/21. Members NOTED the update. |
| P007/21 | REPORTING OF HOURS WORKED |
| | It was AGREED for the Clerk to circulate timesheets for the Clerk and Assistant Clerk when reporting hours worked for authorisation. |

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| P008/21 | ASSISTANT CLERK END OF PROBATION PERIOD |
| | <p>Members were advised that the Assistant Clerk's 6 month probation period ends on 14th March 2021.</p> <p>It was AGREED for the Clerk to hold an appraisal following the completion of the 6 month probation period and feed back to committee at the March meeting.</p> |
| P009/21 | FUTURE STAFFING MODEL |
| | <p>Members supported the idea of the future recruitment of a litter warden to patrol the village by foot with a litter barrow, working circa 12 hours per week.</p> <p>It was AGREED for the Clerk to bring to committee a quantification of the hours worked by the Environment Officer in order to determine how the role may be split to accommodate the additional parcels of land when adopted (on the Wickhurst Green development) and associated responsibilities.</p> |
| P010/21 | MATTERS RELATING TO PERSONNEL |
| | <ul style="list-style-type: none"> • It was AGREED for the Clerk and Assistant Clerk to attend the virtual SLCC Conference in February. • It was AGREED to defer decision on Assistant Clerk ILCA course until successful completion of probationary period. • It was AGREED for the Clerk to prepare a report of annual leave hours remaining in April for the Finance and Establishment Committee. • It was AGREED for the Clerk to monitor annual leave for 2021/22. |
| P011/21 | DATE OF NEXT MEETING |
| | Personnel Committee – Monday 22 nd March 2021 |

The meeting closed at 21:11.