



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the online **PERSONNEL COMMITTEE** meeting held on  
**Monday 22<sup>nd</sup> of March 2021 at 7.30pm**

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

**Assistant Clerk:** Lucinda Edwards

**Members of the Public:** None

**Press:** None

<b>P012/21</b>	<b>PUBLIC SPEAKING</b>
	No members of the public were present.
<b>P013/21</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b>
	None. It was <b>AGREED</b> for the Clerk to check in with Cllr McGowan and update on meeting dates.
<b>P014/21</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b>
	None.
<b>P015/21</b>	<b>COMMITTEE MINUTES</b>
	Members resolved to <b>APPROVE</b> the minutes of the Personnel Committee meeting held on the 18 <sup>th</sup> January 2021. The minutes were signed by the Chair.
<b>P016/21</b>	<b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b>
	None.
<b>P017/21</b>	<b>STAFFING BUDGET UPDATE</b>
	The Clerk presented an update on staffing budget for 2020/21. Members <b>NOTED</b> the update.

<b>P018/21</b>	<b>ASSISTANT CLERK END OF PROBATION PERIOD</b>
	<p>Members received a report with recommendations relating to the end of the Assistant Clerk probation period and it was <b>AGREED</b> to recommend to full council to:</p> <ul style="list-style-type: none"> <li>A) confirm the successful completion of probationary period to Asst Clerk at the appropriate time</li> <li>B) award an increase of 1 SCP from completion of probationary period (commencing 15<sup>th</sup> March 2021)</li> <li>C) enrol Assistant Clerk onto ILCA Course, with a proposal to award an additional 1 SCP increment on successful completion of the course.</li> </ul>
<b>P019/21</b>	<b>OFFICER APPRAISALS</b>
	<p>The Clerk advised members that the staff appraisals will be brought in line with each other, to be completed in August, providing an annual appraisal cycle going forwards.</p> <p>The Committee Chairman updated members on the recent Clerk's appraisal and advised that the next appraisal will take place in October ahead of the Finance and Establishment meeting on 18<sup>th</sup> October.</p>
<b>P020/21</b>	<b>FUTURE STAFFING MODEL</b>
	<p>It was <b>AGREED</b> for the Clerk to revisit staffing resources and hours for when the Parish Office is occupied and for the Clerk to provide a report to the committee identifying the work schedules of both projects and routine tasks moving forwards, to include the parcels of land being acquired, with a strategy for staffing and budgetary resourcing.</p>
<b>P021/21</b>	<b>MATTERS RELATING TO PERSONNEL</b>
	<p>Members <b>AGREED</b> to recommend to full council to pay the Clerk's remaining annual leave hours.</p>
<b>P022/21</b>	<b>DATE OF NEXT MEETING</b>
	<p>Personnel Committee – Monday 28<sup>th</sup> June 2021</p>

**The meeting closed at 20:40.**