



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **PERSONNEL COMMITTEE** meeting held on **Monday**
21st of March 2022 at 7.45pm

Present Committee Members Were:

Cllr Christine Knight (Chair) (CK)
Cllr Terry Oliver (TO)
Cllr David Trangmar (DT)
Cllr Viv Edwards (VE)
Cllr Geoff Clark (GC)

Attending observing councillors:

Cllr Sarah Chandler (SC)
Cllr Debbie Lambert (DL)
Cllr Karon Smith (KS)

Clerk: Lucinda Edwards

Members of the Public: None

Press: None

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| P001/22 | PUBLIC SPEAKING |
| | No members of the public were present. |
| P002/22 | APOLOGIES AND REASON FOR ABSENCE |
| | None. |
| P003/22 | DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES |
| | None |
| P004/22 | MINUTES |
| | Members resolved to APPROVE the minutes of the Personnel Committee meeting held on the 11 th October 2021. The minutes were signed by the Chair. |
| P005/22 | CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY |
| | The Chair expressed thanks for the detailed confidential report on staffing recommendation as prepared and circulated by the Clerk. |
| P006/22 | EXCLUSION OF PRESS AND PUBLIC |
| | Not applicable as no public present. |

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| P007/22 | CLERK SALARY EVALUATION |
| | The Committee considered recommendation 1 in the circulated confidential report and, following evaluation of the salary scales, APPROVED to recommend to full council a salary scale point adjustment as detailed in the confidential appendix to these minutes. |
| P008/22 | CLERK CONTRACTED HOURS |
| | The Committee considered recommendation 2 in the circulated confidential report and resolved to APPROVE for recommendation to full council an increase in the Clerk's contracted hours from 18.5 to 20.5 per week. |
| P009/22 | ASSISTANT CLERK ROLE |
| | As agreed at the previous committee meeting on 11 th October 2021, the Clerk carried out an appraisal of the Assistant Clerk and a review of the job description, completed in November 2021. The Clerk made a recommendation for the Assistant Clerk title to be changed to Deputy Clerk to reflect the identified evolved responsibilities, and to facilitate business continuity for the Parish Council. This was considered by the Committee and it was AGREED to recommend to full council to reconsider the job title after a period of cross-training and once the Assistant Clerk has embarked on the Cilca training. The Committee AGREED that there is a requirement for a Deputy Clerk and that this recommendation should be revisited in 6 months to allow time for the additional training. |
| P010/22 | ASSISTANT CLERK SALARY EVALUATION |
| | The Committee considered recommendation 4 in the circulated confidential report in relation to the Assistant Clerk's payscale. Following consideration by the Committee, a salary scale point adjustment was AGREED for recommendation to full council as detailed in the confidential appendix to these minutes. Members AGREED to recommend to full council that an honorarium be awarded to Assistant Clerk in recognition of the 5 month period since the role evaluation, as detailed in the confidential appendix to these minutes. |
| P011/22 | CILCA TRAINING HOURS |
| | Members AGREED to recommend to full council that an additional 2 hours per week study time for the Assistant Clerk from registration on the Cilca course for up to 1 year post registration. It was AGREED to record on the Assistant Clerk personnel file agreement to the Training and Development policy clause relating to training costs. |
| P012/22 | COMMUNITY & FACILITIES OFFICER |

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| | <p>Members received an update following the interview process and AGREED to recommend to full council to make a formal offer for the position of Community and Facilities Officer based on the terms detailed in the confidential appendix to these minutes.</p> <p>Members AGREED to recommend the delegation to the Clerk and Chairman of the Committee to finalise details of the contract.</p> <p>It was AGREED for the candidate to be invited to join the West Sussex LGPS.</p> |
| P013/22 | STAFFING STRATEGY REVIEW |
| | <p>Members AGREED the Clerk's recommendation to carry out a full staffing strategy review after a 6 month period, with a view to finalising requirements for a 4th role, for recommendation to full council.</p> |
| P014/22 | REPORTING OF HOURS WORKED |
| | <p>Members AGREED the Clerk's recommendation for hours to be reported on a monthly basis for Clerk/Deputy Clerk due to the nature of the role with meeting times/dates with only additional hours worked to be approved/circulated, for recommendation to full council.</p> |
| P015/22 | ADDITIONAL STAFFING BUDGET |
| | <p>Members APPROVED to recommend to full council, the Clerk's recommendation for the previously approved £5,000 budget for support administrator to be carried over to the next financial year (due to the delays in acquiring the office/broadband etc) and for the use of this fund for any additional hours incurred with office setup and new staff induction and training.</p> |
| P016/22 | DATE OF NEXT MEETING |
| | Personnel Committee – Monday 27 th June 2022 – 19:45 |

The meeting closed at 21.47.