



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **PERSONNEL COMMITTEE** meeting held on **Monday**
27th of June 2022 at 7.45pm

Present Committee Members Were:

Cllr Christine Knight (Chair) (CK)
Cllr David Trangmar (DT)
Cllr Geoff Clark (GC)
Cllr Kaz Smith

Clerk: Lucinda Edwards

Members of the Public: None

Press: None

P017/22	PUBLIC SPEAKING
	No members of the public were present.
P018/22	APOLOGIES AND REASON FOR ABSENCE
	Apologies and reasons for absence were received from Councillor Oliver and Councillor Edwards. Councillors NOTED the absences.
P019/22	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
	None
P020/22	MINUTES
	Members resolved to APPROVE the minutes of the Personnel Committee meeting held on the 21 st March 2022. The minutes were signed by the Chair.
P021/22	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
	None.
P022/22	EXCLUSION OF PRESS AND PUBLIC
	Not applicable as no public present.
P023/22	PROPOSED MOTION AMENDMENTS
	The Clerk has received 5 written notifications of a request to re-visit motions agreed at the March committee meeting, subsequently

	<p>agreed by full council on 21st March 2022. It was AGREED to rescind resolutions made at that meeting and to make the following, revised recommendations to full council:</p> <ul style="list-style-type: none"> • Assistant Clerk title to be amended to Deputy Clerk. • Amendment to Deputy Clerk SCP as detailed in confidential appendix to these minutes. Pay amendment to be backdated to 1st April 2022. • Amendment to Clerk SCP as detailed in confidential appendix to these minutes. Pay amendments to be backdated to 1st April 2022. • To award an increase of 1 SCP to the Deputy Clerk on successful completion of Cilca.
P024/22	CLERK AND DEPUTY CLERK CONTRACT UPDATES
	<p>The Clerk updated the committee on the revised contract issued to the newly appointed Community Officer, having received advice from HR services on suggested amendments.</p> <p>Members AGREED to delegate to the Clerk and Chair of Personnel Committee to finalise proposed amendments to the Clerk and Deputy Clerk contracts, in line with guidance received.</p>
P025/22	COMMUNITY OFFICER UPDATE
	<p>Members were updated on the tasks being undertaken by the newly appointed Community Officer. It was AGREED for the Clerk to schedule a mid-probation period review/feedback meeting.</p>
P026/22	STAFFING STRATEGY UPDATE
	<p>The Clerk updated the committee on current tasks being outsourced and discussions followed on potential options for additional personnel, of continued outsourcing. It was AGREED for the Clerk to provide further Staffing Strategy Review recommendations at the next meeting.</p>
P027/22	DATE OF NEXT MEETING
	<p>Personnel Committee – Monday 26th September 2022 – 19:45</p>

The meeting closed at 21.37.