



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **PERSONNEL COMMITTEE** meeting held on **Monday**
25th of September 2023 at 7.45pm

Present Committee Members Were:

Cllr Christine Knight (Chair) (CK)
 Cllr Terry Oliver (TO)
 Cllr Debbie Lambert (DL)
 Cllr Sarah Chandler (SC)
 Cllr Edward McLennan-Murray (EM)

Clerk: Lucinda Edwards

Deputy Clerk: Olivia Buck

Members of the Public: None

Press: None

P014/23	PUBLIC SPEAKING
	No members of the public were present.
P015/23	APOLOGIES AND REASON FOR ABSENCE
	Apologies and reasons for absence were NOTED from Cllr Clark and Cllr Hazell.
P016/23	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
	None.
P017/23	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
	The Committee Chair expressed thanks to the Clerks for their detailed reports and work on the Resource Review.
P018/23	RESOURCE REVIEW
	<p>Members reviewed and NOTED, from the circulated confidential report pack:</p> <ul style="list-style-type: none"> • The Resource Review Report as produced by Mulberry • Key recommendations within the report (Report Appendix 1) • The extracted key points from the report, with officer comments (Report Appendix 2) • Spreadsheet detailing tasks and activities split into categories (Report Appendix 3) • The proposed options for review and consideration (Report Appendix 4)

	<p>Members discussed various thoughts on addressing the identified additional resource requirement and what recruitment might be most appropriate.</p> <p>Members reviewed the options and unanimously AGREED to recommend to council to proceed with Option 3 with amendments as below – to include:</p> <ul style="list-style-type: none"> • Tasks Categories report - Council consider and make decisions on continuation of all identified additional functions to determine priorities against projects and tasks • To commence recruitment process for a new member of staff (proposed Environment Officer, exact duties and job description to be determined). • To review, prioritise and approve the projects list, noting the list will be presented monthly at Parish Council meetings • To approve to allocate additional resource hours to progress and achieve council functions, services and projects
P019/23	PERFORMANCE MANAGEMENT
	<p>Members NOTED the council's approved procedures for raising performance related concerns. Members NOTED the Clerk's report (Report Appendix 5) and Parish Council Chair Cllr Oliver expressed disappointment at the issues raised in the second paragraph of the report.</p>
P020/23	STAFFING BUDGET CONSIDERATIONS CURRENT YEAR
	<p>It was AGREED to recommend to council :</p> <ul style="list-style-type: none"> • To vire £8,000 funds from current Earmarked Reserves sufficient to allow additional resource of up to 12 hours per week for the remainder of 2023/24 as below: <i>EMR325 VC Drainage – £3,600 (drainage works done as part of the Monster play area project)</i> <i>EMR356 Special Tree Projects – £3,000 (noting only 9 Ash trees under Parish Council responsibility)</i> <i>EMR390 Parish Office – £1,400 (noting majority of office setup is complete)</i> • To delegate management of the use of the new Resource EMR as above to the Clerk for the remainder of the financial year
P021/23	STAFFING BUDGET CONSIDERATIONS 2024/25
	<p>It was AGREED to recommend the below proposal to the Finance and Establishment Committee for budget 2024/25:</p> <ul style="list-style-type: none"> • To budget for inflation of 10% for all salaries, based on external guidance • To budget to cover additional hours of 12 per week across current resource • To budget for an Environment Officer based on 15 hours per week at an appropriate SCP salary point (to be advised)

P022/23	CIVILITY AND RESPECT PLEDGE
	<p>It was AGREED to recommend to full council to proceed with identified steps as below in order to sign up to the Civility and Respect Pledge.</p> <ul style="list-style-type: none"> • Introduction of a Training Plan for Officers and Councillors • Introduction of a Dignity at Work Policy
P023/23	DATE OF NEXT MEETING
	Personnel Committee – To be called as appropriate

The meeting closed at 22.25.