



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **PERSONNEL COMMITTEE** meeting held on  
**Monday 29<sup>th</sup> of January 2024 at 8.30pm**

### Present Committee Members Were:

Cllr Christine Knight (Chair) (CK)  
Cllr Terry Oliver (TO)  
Cllr Geoff Clark (GC)  
Cllr Sam Hazell (SH)

Clerk: Lucinda Edwards

Members of the Public: None

Press: None

<b>P001/24</b>	<b>PUBLIC SPEAKING</b>
	No members of the public were present.
<b>P002/24</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b>
	None.
<b>P003/24</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b>
	None.
<b>P004/24</b>	<b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b>
	None.
<b>P005/24</b>	<b>MINUTES</b>
	Members resolved to <b>APPROVE</b> the minutes of the Personnel Committee meeting held on the 13 <sup>th</sup> November 2023. The minutes were signed by the Chair.
<b>P006/24</b>	<b>ANNUAL LEAVE 2023/24</b>
	Members <b>NOTED</b> the update on annual leave for current financial year and it was <b>AGREED</b> to recommend to Council to delegate to the Clerk to manage any slight carry over of hours into 2024/25 in line with employment contracts. Additional actions related to annual leave were <b>AGREED</b> as detailed in the confidential <b>APPENDIX</b> .
<b>P007/24</b>	<b>STAFFING BUDGET</b>
	Members <b>NOTED</b> the update on use of EMR 391 – HR Resource, for any additional hours worked, management as previously delegated to the clerk by full council.
<b>P008/24</b>	<b>EMPLOYMENT CONTRACTS</b>

	<p>Members received a recommendation from the Clerk to review the new NALC model contract and approve for the Clerk to commence process to update staff contracts to new model, noting the identified amendments.</p> <p>Members <b>AGREED</b> for the Clerk to obtain a quote for any advice and guidance required from WorkNest HR prior to any further actions.</p>
<b>P009/24</b>	<b>RECRUITMENT</b>
	<p>Members <b>AGREED</b> the title for a new staff role as Environment and Maintenance Officer (EMO)</p> <p>Members <b>AGREED</b> the list of tasks, forming the job description for the new role.</p> <p>Members <b>AGREED</b> the salary scale for the role to be SCP13-SCP17.</p> <p>Members <b>AGREED</b> to delegate to the Clerk and Chair of Personnel Committee to progress the recruitment process.</p>
<b>P010/24</b>	<b>STAFFING STRUCTURE</b>
	<p>Members <b>AGREED</b> the new role (EMO) to be line managed by the Deputy Clerk, subject to amendments to job descriptions and associated further consideration.</p> <p>Members <b>AGREED</b> for the Clerk to review and revise all job descriptions and to provide the Personnel Committee with full tasks lists for all roles to further consider staffing structure and associated responsibilities.</p>
<b>P011/24</b>	<b>CONTRACTED HOURS AND PAY</b>
	<p>Members <b>AGREED</b> amendments to officer contracts, as detailed in the confidential <b>APPENDIX</b>.</p> <p>It was <b>AGREED</b> for the Clerk to provide budget recommendations to the committee annually prior to budget setting, considering market appraisals and potential introduction of the new model contract incremental pay increases.</p>
<b>P012/24</b>	<b>DATE OF NEXT MEETING</b>
	<p>Personnel Committee meeting – Monday 18<sup>th</sup> November 2024. Additional meeting to be scheduled as required.</p>

**The meeting closed at 23:14.**