



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **PERSONNEL COMMITTEE** meeting  
 held on **Monday 11<sup>th</sup> March 2024** at **1.00 pm**  
 at **The Parish Office, Sargent Way, Broadbridge Heath**

### Committee members present were:

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

### Members of the Public:

None

Minutes prepared by Cllr Knight as the Clerk was not present at the meeting.

<b>P013/24</b>	<b>PUBLIC SPEAKING</b> None present
<b>P014/24</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b> None.
<b>P015/24</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b> None
<b>P016/24</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b> At this point, Standing Orders were suspended (1.04 pm) to facilitate a discussion on member/officer communication protocol. Standing Orders were resumed at 2.06 pm.
<b>P017/24</b>	<b>MINUTES</b> The approval of the minutes of the meeting held on 29 <sup>th</sup> January 2024 were deferred to the next meeting as they had only been circulated to the Chair. Through discussion, members would find it useful to have a 'Matters Arising' item on future meeting agendas.
<b>P018/24</b>	<b>RESIGNATION OF COMMUNITY AND FACILITIES OFFICER (CFO)</b> <b>6.1</b> The resignation of the CFO and details relating to the end of employment contract were noted. <b>6.2</b> The reduction in resource hours across staffing was noted. <b>6.3</b> Receipt of the Task List was noted, and members felt these would be useful in discussions on the future staffing structure but were not prepared to review these without valuable input from the Clerk.
<b>P019/24</b>	<b>RECRUITMENT</b> See below
<b>P020/24</b>	<b>STAFFING STRUCTURE</b> In the absence of the Clerk, there was a general discussion on these two items resulting in the following: <ul style="list-style-type: none"> <li>The future staffing structure for BBHPC should be an establishment of 4, comprising a Clerk, a Deputy Clerk, an</li> </ul>

	<p>Environment &amp; Facilities Officer (EFO) and a Finance &amp; Admin Officer (FAO).</p> <ul style="list-style-type: none"> <li>• The Clerk to provide information as to the possible hours and salary scale for the future role of an FAO, and to revise the Task List to reflect the 4 roles.</li> <li>• The necessity for an additional Personnel Committee meeting with the Clerk to discuss and agree the desired future staffing structure.</li> <li>• An agenda item of the F&amp;E Committee meeting on April 15<sup>th</sup> to discuss and agree the financial implications of the additional role of FAO.</li> </ul>
<b>P021/24</b>	<p><b>STAFFING BUDGETARY CONSIDERATIONS</b></p> <p><b>9.1</b> It was AGREED to delegate to the Clerk to approve any required additional hours, from April 1<sup>st</sup> 2024, within the monthly pro-rata salaries budget line to cover work previously undertaken by the CFO.</p> <p><b>9.2</b> It was AGREED to recommend to council to retain the HR resource EMR into 2024/5 for contingency/recruitment purposes.</p>
<b>P022/24</b>	<p><b>DATE OF NEXT MEETINGS</b></p> <p><b>MONDAY 25<sup>TH</sup> MARCH at 1.00pm</b></p> <p>And Monday 18<sup>th</sup> November 2024 –additional meetings to be scheduled as required.</p>

**The meeting closed at 15.13 pm**

