



# BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **PERSONNEL COMMITTEE** meeting  
held on **Monday 25<sup>th</sup> March 2024** at **1.00pm**  
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)

Clerk:                                              Lucinda Edwards

Members of the Public:                      None

<b>P023/24</b>	<b>PUBLIC SPEAKING</b> None present
<b>P024/24</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b> None.
<b>P025/24</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b> None
<b>P026/24</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b> None
<b>P027/24</b>	<b>MINUTES</b> Members resolved to <b>APPROVE</b> the minutes of the Personnel Committee meetings held on the 29 <sup>th</sup> January and 11 <sup>th</sup> March 2024. The minutes were signed by the Chair.
<b>P028/24</b>	<b>ROLES AND RESPONSIBILITIES</b> The circulated list of tasks for each current and considered role was noted.
<b>P029/24</b>	<b>TASKS LIST – ROLES AND RESPONSIBILITIES</b> The Task List was noted, and it was noted that the document is a useful resource to assist with staffing strategy considerations.
<b>P030/24</b>	<b>ACCEPTANCE OF CHANGE TO CONTRACT</b> Members noted that the Clerk and Deputy Clerk's acceptance of their changes in contractual hours.
<b>P031/24</b>	<b>STAFFING STRUCTURE</b> The committee discussed staffing structure and it was agreed that the staffing should ultimately be a 4-person structure, to include Clerk, Deputy Clerk, Estates and Facilities Officer, and a fourth role to be confirmed. It was <b>AGREED</b> for the Clerk to bring back to the committee proposals for this potential role, including the possibility of a short-term contract. It was <b>AGREED</b> for the Clerk to propose amendments to the Deputy Clerk job description to reflect proposed line management responsibility and to refer any related budgetary consideration to the Finance and Establishment committee.
<b>P032/24</b>	<b>RECRUITMENT</b> It was <b>AGREED</b> to amend the title of the new position to Estate and Facilities Officer and to delegate to the Clerk/Deputy Clerk and Chair of the Personnel Committee to progress the recruitment process. It was <b>AGREED</b> to advertise the new role through social media, website, noticeboards, Indeed and WSALC/SSALC.
<b>P033/24</b>	<b>DATE OF NEXT MEETING</b> Monday 18 <sup>th</sup> November 2024 –Additional meeting to be scheduled in June/July.

**The meeting closed at 2.53pm**