



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **PERSONNEL COMMITTEE** meeting
held on **Monday 6th February 2025** at **1.00pm**
at **The Parish Office, Sargent Way, Broadbridge Heath**

Committee members present were:

Cllr Geoff Clark (GC) - Chair

Cllr Terry Oliver (TO)

Cllr Jeanne Coker (JC)

Cllr Sam Hazell (SH)

Cllr Sarah Chandler (SC)

Clerk:

Lucinda Edwards

Members of the Public:

None

P001/25	PUBLIC SPEAKING None present
P002/25	APOLOGIES AND REASON FOR ABSENCE None.
P003/25	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES None
P004/25	CHAIRMAN'S ANNOUNCEMENTS The Chair advised members that the Clerk could be excluded from the meeting for members to have the opportunity to discuss personnel matters.
P005/25	MINUTES Members resolved to APPROVE the minutes of the Personnel Committee meeting held on the 18 th November 2024. The minutes were signed by the Chair.
P006/25	Members RESOLVED , in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remaining item(s) of business on the grounds that they involve the likely disclosure of confidential information as defined in Part 1 of Schedule 12A of the Local Government Act 1972." Purpose: To discuss sensitive matters, such as staffing, legal issues, or commercially sensitive information, as specified in the confidential session agenda.
P007/25	Personnel Report Members noted and AGREED the recommendations in the report prepared by the Chair and Vice Chair of the Personnel Committee. It was AGREED to recommend to full council to formally acknowledge all Councillors support and respect the staff of the Council and promote their development as officers and employees of the Council.
P008/25	Resource Review Members reviewed the following recommendations in the external Resource Review report (July 2023) and it was AGREED that there was benefit to revisiting these recommendations to assist the committee in determining resource requirement.
P009/25	Resource Review recommendation 1 - Community engagement <i>The council continues to monitor the level of engagement through the various media it uses to identify the key sources and ensure that any resourcing is targeted to the media which produces the highest level of community engagement. This was AGREED.</i>
P010/25	Resource Review recommendation 2 – Time recording

	<p><i>For officers to record in detail their working time for a period to provide evidence as to what proportion of their time is taken up by various tasks, and what additional hours are paid for. It was AGREED to delegate to the Clerk to consult with the Chair and Vice Chair of the committee to determine the most appropriate process, with the aim of having a sample data (suggested 1 or 2 weeks) for review at the next committee meeting.</i></p>
P011/25	<p>Resource Review recommendation 3 - New projects and activities <i>The council should ensure that any new services, facilities or projects which it aims to pursue are fully costed, including both financial cost and impact on resourcing to ensure that as the council's potential range of services and facilities continues to grow, the staff resource retains the ability to manage the workload. This was AGREED.</i></p>
P012/25	<p>Resource Review recommendation 4 – Job Description Review <i>Officer job descriptions are reviewed and updated accordingly to accurately reflect the nature and content of the roles as currently being performed by the jobholders. It was AGREED that officers job descriptions require review. This will be part of a wider review of employment contracts to bring them up to date, as an item on the next meeting agenda.</i></p> <p>Members NOTED the Clerk's appraisal is due and is being planned with the committee chair. It was NOTED from the Terms of Reference that the Chair of Personnel would report back to the committee following the appraisal.</p>
P013/25	<p>Resource Review recommendation 5 – Training <i>A training session is provided for the whole council – to include all councillors and officers – to ensure a clear understanding of the roles and responsibilities with the council, and to provide a sound administrative basis for the council to return its focus to delivering for the community.</i></p> <p>It was AGREED to recommend to full council that the council adopts a whole council training regime, with 2 full council bespoke training sessions each year. It was AGREED for the first session to be Autumn 2025, covering Standing Orders and Code of Conduct. In addition, the Clerk will continue to circulate other training opportunities.</p>
P014/25	<p>Resource Review recommendation 6 – Liaison meetings <i>The council ensures that regular meetings are arranged between the Clerk and Chair of Council (and/or other key councillors) to have a regular opportunity to address any frustrations.</i></p> <ul style="list-style-type: none"> • The Chair of the Council advised members that he intends arranging routine catch up sessions with Councillors. • The Clerk will invite Chairs to one to ones ahead of meetings. • Regular 'how-goes-it' sessions will commence with the Clerk and Vice Chair of the Committee. It was AGREED for the Clerk to determine, in consultation with the Chair and Vice Chair of the Committee, the format and frequency. • When considering new Councillor recruitment, the Chair of the Council advised that he intends meeting up with new councillors throughout their first year serving as a councillor. • It was AGREED for the Clerk to meet with new councillors as a formal part of the induction process.

P015/25	Resource Review recommendation 7 – Officer meetings <i>The Clerk ensures that regular one-to-one meetings are arranged with each team member to address any issues and identify any ongoing training needs.</i> It was NOTED that this is in place.
P016/25	HR services provision It was AGREED to proceed with a bundle of 10 hours HR Support through Worknest as a trial, with a view to engaging with them on a longer-term contract. This expenditure to be from EMR391.
P017/25	It was AGREED to delegate to the Clerk to seek any mentoring support as required and for EMR391 to be used for this expenditure. <i>On members request the Clerk left the meeting at 2.55pm.</i>
P018/25	DATE OF NEXT MEETING
	The next scheduled committee meeting is on Monday 24 th March (TBC)

The meeting closed at 3.25pm