



# BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **PERSONNEL COMMITTEE** meeting  
held on **Monday 24<sup>th</sup> March 2025**  
at **The Parish Office, Sargent Way, Broadbridge Heath**

## Committee members present were:

**Attending:** Chair Cllr. Geoff Clark, Vice Chair Cllr. Jeanne Coker, Cllr. Sam Hazell, Chair of the Council Cllr Terry Oliver and Cllr. Sarah Chandler

The meeting started at 8.40pm after the closure of the previous Allotments Sub-Committee Meeting.

## Clerk:

**Members of the Public:** None

<b>P0019/25</b>	<b>PUBLIC SPEAKING</b> No members of the public present.
<b>P020/25</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b> None.
<b>P021/25</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b> None
<b>P022/25</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b> Chairman advised that he had received a statement from Lucinda Edwards, Clerk which he had circulated to Personnel Committee members before this evening's meeting. He requested the Committee agree the Minutes Item 5 and then discuss, in confidential session Item 4, the matters raised and take some decisions on the way forward. Members agreed to move the items around.
<b>P023/25</b>	<b>MINUTES</b> Prior to agreeing the minutes of 6 February 2025, Cllr Oliver said that had the Clerk been present he would be seeking some clarification as to the meaning of the wording used for certain agenda items.  This aside, members agreed that the Minutes were a true representation of the last meeting. Chair. Cllr. Geoff Clark duly signed and dated the last Minutes and posted them under the door of the Clerk's office.  The members of the Personnel Committee agreed to move immediately into confidential discussion.  Confidential session started at 8.43pm.
<b>P024/25</b>	<b>Confidential Session</b>  Councillors present had all read the Clerk's e-mail dated 21.3.25 and statement dated 24.3.25. Chair has also copied the statement to WorkNest. Members were greatly concerned about the ongoing issues and wished to express their support.  Cllr GC to seek final advice from WorkNest.  Cllr. Hazell proposed a locum clerk be engaged 2 days a week for 7.5 hours each day from 31.3.25 for a period of 4 weeks. Seconded by Cllr. Coker. All present agreed.

	<p>Cllr Oliver suggested the Council's delegation scheme be reviewed and revised to cope with this situation. Any such changes would have to be taken to full Council on 31.3.25.</p> <p>Cllr. Oliver proposed full Council agree to amending the delegation scheme. Seconded by Cllr Hazell. Agreed by all members present.</p> <p>Chair of Personnel will ensure an item is added to the agenda for the full Council meeting on 31.3.25 in order to update the other Councillors of the situation and actions to date plus seek any delegation agreements.</p> <p>The Chair advised members that the bundle of 10 hours of HR support purchased from WorkNest has almost been used. Chair suggested the WorkNest support be renewed. A discussion was held and Chair advised the members present of the HR support options available to the Council. The best value option was the 5 year contract (with a 3 year break clause) at a reduced cost of £1,975 (excluding VAT). There is sufficient funds available in the appropriate budget to cover this cost.</p> <p>Cllr Hazell proposed the Council invest in the 5 year HR contract with WorkNest. Seconded by Cllr Chandler. All members present agreed.</p> <p>Cllr Clark advised that an Employee Assistance Programme is available through WorkNest and suggested this assistance is also made available.</p> <p>Cllr Hazell proposed that contact is made with WorkNest to arrange participation in the EAP for the Clerk and Council. Seconded by Cllr Clark.</p>
<b>P025/25</b>	<b>Staffing – Probation Period Review</b>
	<p>7.1 Noted</p> <p>7.2 Noted at this time</p>
<b>P026/25</b>	<b>Annual Leave Considerations</b>
	<p>8.1 Noted</p> <p>8.2 Noted</p>
<b>P027/25</b>	<b>Staffing Budget</b>
	<i>Defer to next Personnel Committee meeting</i>
<b>P028/25</b>	<b>Time recording</b>
	<i>Discussed and agreed to defer to next Personnel Committee meeting</i>
<b>P029/25</b>	<b>Employment Contracts and Job Descriptions</b>
	<p>11.1 The Admin Assistant is on a new standard contract and the Clerk and Deputy Clerk are on old style contracts. The Personnel Committee wished to seek further advice (from WorkNest).</p> <p>11.2 The Deputy Clerk had recently submitted a written request to reduce her hours from 24 hours per week to 20 hours per week. Discussed and approved. Cllr Hazell proposed the reduction in hours is approved and to explore if any changes are required to the Deputy Clerk's contract. Seconded by Cllr Oliver. All members present agreed.</p> <p>11.3 Deferred to the next Personnel Committee meeting.</p> <p>The Chairman advised that the meeting would continue out of confidential session at 11.12pm.</p>
<b>P030/25</b>	<b>DATE OF NEXT MEETING</b>
	Monday 10 November 2025 (To be confirmed)

**The meeting closed at 11.17pm**