



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **PERSONNEL COMMITTEE** meeting held on **Monday 3<sup>rd</sup>**  
of February 2020 at 7.45pm in **St John's Community Hall**

**Present Were:** Cllr Terry Oliver (Chair)  
Cllr David Trangmar  
Cllr Viv Edwards

**Clerk:** Jo Ball

**Members of the Public:** None

**Press:** None

<b>P001/20</b>	<b>PUBLIC SPEAKING</b>
	No members of the public were present.
<b>P002/20</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b>
	Apologies were received from Cllr Blunnie, Cllr Knight and Cllr McGowan.  This was <b>NOTED</b> by members.
<b>P003/20</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b>
	No declarations of interest were declared.
<b>P004/20</b>	<b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b>
	None.
<b>P005/20</b>	<b>RECRUITMENT AND STAFFING</b>
	In line with the report and recommendations circulated to the committee by the Chairman, it was <b>AGREED</b> to recommend to full council to appoint Lucinda Edwards to the role of Clerk from the 20 <sup>th</sup> of February 2020, and starting on SCP 27.  It was <b>AGREED</b> to recommend an increase of one SCP to be awarded for obtaining the CiLCA qualification and a further increase

	<p>of one SCP for formally taking on the RFO role. The contract to be in line with the NALC recommended contract.</p> <p>It was <b>AGREED</b> to recommend to full council to delegate to the Personnel Committee to appoint a new assistant clerk, subject to final agreement by the Parish council.</p> <p>It was <b>AGREED</b> to rearrange the Personnel Committee scheduled for the 5<sup>th</sup> to the 10<sup>th</sup> of February from 7.30-8.30pm.</p> <p>It was <b>AGREED</b> to contact HR Services regarding the provision of a contract for the RFO role.</p> <p>It was <b>AGREED</b> to set up an RFO email account and for the RFO to work from the PC.</p> <p>It was <b>AGREED</b> for all relevant paperwork to be passed to the new Clerk, and for the new Clerk to introduce herself to SSALC, HALC, WSCC, Mark Mulberry and other contacts. It was <b>AGREED</b> for the website to be updated to reflect the changes and for this to be publicised in the BBH mag.</p> <p>It was <b>AGREED</b> to keep the current PO Box until the new office is available.</p> <p>It was <b>AGREED</b> for the current Clerk contract to be updated for the new Clerk and a letter of appointment to be sent, including JDQ and contract.</p>
<b>P006/20</b>	<b>DATE OF NEXT MEETING</b>
	Personnel Committee – 10 <sup>th</sup> of February 2020 Parish Council Meeting – 2nd of March 2020 .

**The meeting closed at 7.45pm**