



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the online **PERSONNEL COMMITTEE** meeting held on
Monday 7th of September 2020 at 7.00pm

Present Were: Cllr Christine Knight (Chair)
Cllr Terry Oliver
Cllr David Trangmar
Cllr Viv Edwards
Cllr Ian Blunnie

Assistant Clerk: Lucinda Edwards

Members of the Public: None

Press: None

P033/20	PUBLIC SPEAKING
	No members of the public were present.
P034/20	APOLOGIES AND REASON FOR ABSENCE
	None
P035/20	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
	Cllr Edwards disclosed that the Assistant Clerk candidate is known to her. This was NOTED by members.
P036/20	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
	None.
P037/20	ENVIRONMENT OFFICER JOB DESCRIPTION
	Members were presented with a proposed amended job description for the Environment Officer role. It was AGREED for the Clerk to locate the hedge cutter and put this task back into the job description. It was AGREED to add: <ul style="list-style-type: none">• Any other tasks as specified by the Clerk• To be reviewed by the council annually and on acquisition of the parcels of land on new development.

P038/20	EO TABLET
	It was AGREED to purchase a Samsung Galaxy Tab A 10.1 on a 2 year contract to facilitate remote working and use of the PSS software for playground inspection reporting.
P039/20	ASSISTANT CLERK RECRUITMENT
	The Clerk updated members on the recruitment process and presented a recommendation by the delegated interview panel on the recruitment of the new Assistant Clerk. Members AGREED to recommend to full council the appointment of the Assistant Clerk and associated Terms and conditions of employment. It was AGREED to propose a start date of Monday 14 th September 2020.
P040/20	INCREMENTAL PAY INCREASE
	The incremental pay increases as per the NALC E01-20 2020-21 NATIONAL SALARY were AGREED by members for recommendation to council. It was AGREED to backdate the increase to 1 st April 2020 as per NALC guidelines.
P041/20	DATE OF NEXT MEETING
	Personnel Committee – Monday 23 rd November 2020

The meeting closed at 7:45pm