



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the online **PERSONNEL COMMITTEE** meeting held on
Monday 1st of June 2020 at 7.45pm

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

Assistant Clerk: Lucinda Edwards

Members of the Public: None

Press: None

P023/20	PUBLIC SPEAKING
	No members of the public were present.
P024/20	APOLOGIES AND REASON FOR ABSENCE
	An apology was received from Cllr McGowan. This was NOTED by members.
P025/20	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
	No declarations of interest were declared.
P026/20	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
	None.
P027/20	RFO CONTRACT
	Members APPROVED the amendments to the RFO Contract. It was AGREED to extend the contract until 31 st December 2020.
P028/20	RFO PROCESSES
	It was AGREED for the RFO to make process notes in preparation for when it is safe to commence training/handover. It was AGREED to consider any additional training requirements.

P029/20	ENVIRONMENT OFFICER
	Members AGREED for a trial period of a week of using the barrow to facilitate emptying of the bins at the Ducky and Charrington Way. If this is not a workable solution or the barrow is not in a good state of repair, the option of a trailer and tow-bar installation is to be pursued. It was AGREED for the Clerk to arrange the EO annual appraisal and review the job description, reporting back any amendments to the committee.
P030/20	ASSISTANT CLERK RECRUITMENT
	The Clerk made a proposal to leave the recruitment process on hold until a clearer indication of the date of the acquisition of the Parish Office has been given. Members APPROVED the recommendation.
P031/20	MATTERS RELATING TO PERSONNEL
	Members AGREED to the carrying over of staff remaining annual leave to 2020/2021. Clerk to review the annual leave management process. It was AGREED for the Clerk to book onto a risk assessment training if beneficial to do so.
P032/20	DATE OF NEXT MEETING
	Personnel Committee – Monday 14 th September 2020

The meeting closed at 8:54pm