



## **Broadbridge Heath Parish Council**

**Title: Personnel Committee Supporting Document**

**By: Clerk – Lucinda Edwards**

**Report for Personnel Committee Meeting 11<sup>th</sup> March 2024**

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An informal meeting attended by Clerk, Chair and Vice Chair of Council was held on 21<sup>st</sup> February 2024 – 12:30, following the resignation of Community & Facilities Officer.

The below items were discussed between those present with a view to making recommendations to the Personnel Committee.

### **AGENDA ITEM 6**

**6.1 - Recommendation: To note the resignation of the Community and Facilities Officer and details relating to the end of employment contract.**

**6.2 - Recommendation – To note the reduction in resource hours across staffing.**

- Members are requested to acknowledge the reduction of hours across staff from 63.5 to 52 (after 1<sup>st</sup> April contract hours amendments) and how this will impact task prioritization/project progress.
- The resource review identified a total of 63.5 weekly hours across staff may be sufficient to cover statutory requirements.
- The Clerk will circulate communication to all council regarding Member and Officer Protocol – to clearly provide guidance on communications and prioritization setting out how to request advice/how to request motions for meetings etc.

**6.3 Recommendation – To receive and review tasks lists for council roles with a view to role and job description amendments.**

(Spreadsheet circulated to members).

### **AGENDA ITEM 7**

**Recommendation:** To reconsider the role specification and terms and conditions of employment for the new role for recruitment, following the resignation of the Community and Facilities Officer.

***NB: Previously approved proposal to recruit EMO on 10 hours per week, range SCP13-17***

- Title - Propose amended title of new role to Environment and Facilities Officer
- JD – To review roles/tasks spreadsheet, noting additional facilities/functions tasks to the role and delegate to Clerk to update JD accordingly.

- Contracted Hours - Propose increase hours for this role to 18-20 to accommodate entire facilities part of role, and additional support functions: supporting initiatives etc.
- Pay - Proposed SCP range no change to previous agreed.
- Training – officers to plan a detailed schedule of training/induction required for the new role to ensure full support in the role and full understanding of council process as well as role specifics.

## **AGENDA ITEM 8**

### **Recommendations: Staff Structure**

#### **8.1 - Recommendation - To approve staffing structure changes.**

- EFO (if agreed) role to report to Deputy Clerk

#### **8.2 – Recommendation - To consider terms and conditions of employment in respect of amendments to job descriptions.**

- To consider associated line management responsibilities (JD amendment to Deputy Clerk).

## **AGENDA ITEM 9**

### **9.1 - Recommendation – Staffing resource interim:**

In recognition of the reduction in overall staffing hours, to delegate to Clerk to approve any required additional hours, from April 1<sup>st</sup> 2024, within monthly pro-rata salaries budget line, in instances where Clerk/Deputy are able to cover additional tasks/hours.

**9.2 – To make a recommendation to council to retain the HR resource EMR** into 2024/25 for contingency/recruitment purposes.

### ***Additional items to note/consider:***

- a) Recognition of resource required to advertise, recruit, train, mentor, supervise and manage a new staff member
- b) Expected timescale to seeing the benefits of the role to the overall operations, allowing period to settle into new role, complete training and defined probation period – minimum 6 months.
- c) Initial consideration given to potential future recruitment of an additional role – but operational gaps to be considered before or by end of probation period of EFO.
- d) Clerk to look at annualized hour contract option – flexible working policy etc.