



Broadbridge Heath Parish Council

Title: Personnel Committee Supporting Document

By: Clerk – Lucinda Edwards

Report for Personnel Committee Meeting 25th March 2024

AGENDA ITEM 6

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

(Unchanged spreadsheet circulated to members – for discussion during meeting).

AGENDA ITEM 7

Both officers have responded to accept the increase in contracted hours (from 1st April 2024) as approved at the meeting held on January 29th 2024.

Comments were raised over the subsequent change in resource and concerns over the interim until staffing resource requirements are fully met.

AGENDA ITEM 8 – Future Staffing Structure

8.1 – Establishment Staffing

At the personnel committee meeting held on 11th March, members proposed the establishment should comprise 4 staff - Clerk, Deputy Clerk, Environment and Facilities Officer and a Finance and Admin Officer.

The Clerk was requested to advise the Committee on hours and pay scale.

(this will be further discussed at the meeting)

It is the Clerk's recommendation that recruitment should be a 2 staged approach (to wait until EFO role is filled prior to finalizing a 4th role definition) for the following reasons:

- Uncertainty of success of recruitment of EFO – could amend requirements in terms of role/hours/functions
- Desired ability to establish the EFO role to determine impact on activities and best determine operational gaps
- Impact on current officers of undertaking training (initially) and line management responsibility (ongoing) leads to further resource impact – each new role should be dealt with at a time
- Previous experience of recruitment and the time required to mentor/train and develop a role
- Complexity of the functions – administrative tasks are not 'text-book'/process driven – take time to establish knowledge and therefore contribute effectively

- Finance functions are not basic administration and require finance system knowledge and a level of understanding/responsibility. For contingency purposes it would be appropriate to ensure the Deputy Clerk has the ability to support the Finance functions, or potential to separate the Clerk/RFO role and recruit for a more senior RFO role

8.2 –

Recommendations

- To approve staffing structure changes.

- EFO role to report to Deputy Clerk
- Additional role line management for discussion

- 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).

8.3 – Temporary Contractual Changes

The Clerk would like the Committee to give consideration to future structure of the staffing in terms of the Clerk/RFO role, and whether this should be considered as a combined full-time role, or the potential to split the RFO element of the role. It is recommended to fully explore this consideration prior to agreeing a 4th role. On this basis the Clerk offers a 3-month trial on increased contractual hours (to be negotiated and on the basis of some flexibility), to oversee recruitment, and to cover the additional functions required, in attempt to lessen the impact on the council's action plan and activities, whilst meeting statutory requirements.

AGENDA ITEM 9

Recommendation: To finalise the role specification and terms and conditions of employment for the Environment and Facilities Officer role:

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.