

## BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council's Personnel Committee was held on Wednesday 30<sup>th</sup> November 2016 at 7.30 pm in the Parish Office, Broomfield Village Hall ,158 Main Road, Broomfield

**Members' Present:** Chairman Councillor Garwood  
Councillors Mercer, Jones & Blake

**Also Present:** Mrs K Cameron (BVH Secretary)

**281. Apologies for absence**  
Apologies were received from Councillor Barnes.

**282. Declarations of Interest**  
No declarations of interest were made.

**283. To prepare a recommendation to full Parish Council for the restructuring of the Parish Council Office staffing and hours following a request by the Clerk and Deputy Clerk to each reduce their working week to 15 hours**  
Following a request by the office staff wishing to reduce their hours, a document was prepared by Cllr Garwood with recommendations he will take to the Parish Council meeting in December. The Clerk and Deputy Clerk wish to reduce their hours to 15 hours each and have a new role created for a Parish Clerk working 30 hours. A job description has been produced and the recommendation for the current Clerk to deal with Planning as Assistant Clerk and the current Deputy Clerk deal with Civic Amenities as Assistant Clerk. The new Clerk to deal with all other matters. The committee agreed that it would be detrimental to the Parish Council to lose the wealth of knowledge and qualifications the Clerk has gained over the years.  
The Committee agreed that previous Clerk experience would be advantageous but not essential, office and organisational skills are essential and someone with a good education background. Cllr Garwood agreed to prepare a paper of a person specification which will form the advert.

**284. Any other items for discussion**

The Chairman thanked Members for attending and closed the meeting at 20.15

Signed:  125

Dated: 21-12-16