



Broomfield Parish Council

Minutes of the Broomfield Parish Council Finance and Personnel Committee held on Monday 17th February 2025 at 3.00 p.m.

FIN24/32	Members attending. It was proposed by Cllr Barnes that Cllr Bleet Chair the meeting. This was seconded by Cllr Faulds. Also present Councillors Bowman, Faulds & Barnes. Officer present – Clerk's Assistant Karen Hurrell Resolved: Apologies were accepted from Cllr Blake. Proposed by Cllr Barnes and seconded by Cllr Faulds. All in agreement.
FIN24/33	Declarations of interests There were no declaration of interests.
FIN24/34	To approve the minutes of the Committee Meeting held 22nd January 2025 Motion. The minutes of the Finance & Personnel meeting held on 22nd January 2025 are accepted as a true record. Proposed by Cllr Bowman and seconded by Cllr Faulds. Cllr Barnes abstained.
FIN24/35	To consider the latest developments in the review of the future re-structuring of the Parish Council, undertaken by Councillors Bleet and Bowman. Following advice from the Clerk, the Chairman proposed that the discussion of this agenda item be considered confidential and made the following declaration -The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." Motion. The Council agrees that the consideration of the latest developments in the review of the future re-structuring of the Parish Council will be dealt with as a confidential matter and the meeting will be closed to the public during the discussion of this agenda item. All agreed. The following documents were considered: • Business case drawn up by Cllrs Bleet and Bowman - at the Finance Committee Meeting held on 27th November 2024 the business case was discussed and alterations were subsequently made. This was accepted by this Committee. • Advice issued by WorkNest email dated 21st January 2025 - this email was brought to the attention of members at the Finance Committee Meeting dated 22nd January 2025. • Minutes of a meeting held with Deputy Clerk Nicola Goulton (NG) on 31st January 2025 - were noted.

	• Redundancy 'at risk letter' of 6th February 2025 – the contents were noted by the Committee. • Minutes of a meeting held with NG on 12-2-25 - during this meeting NG did not respond negatively to anything in the business case but she did criticise the process, but it was stated that the Parish Council were following instructions. There was adequate opportunity given to NG ask questions • Redundancy stand-alone proves example – WorkNest HR - these items were circulated and noted. • Redundancy Overview and Process – WorkNest HR - these items were circulated and noted The Committee considered all the above documents, and a recommendation was made that the redundancy takes place and it was noted that the following is required to fairly dismiss an employee for redundancy: 1. Adequate warning of impending redundancy – the Committee had been advised of the meeting of 31.1.25, the letter sent to NG on 6.2.25 by hand; the meeting that was held with NG and her adviser on 12.2.25 and the Finance & Personnel Committee Meeting held today to make a recommendation to full Parish Council on 21.2.25 - the Committee considers this to be adequate. 2. Thorough and meaningful consultation with affected employees about the initial proposal and when individuals are subsequently put 'at risk' of redundancy – The Committee initially thought 3 members of staff are involved but were advised that the job descriptions were so different that these were unapplicable. 3. Considering whether to accept voluntary redundancies – As the job descriptions are so different then voluntary redundancies do not apply. 4. Where necessary, having a fair selection process to decide who will be made redundant - having taken advice that there is only one role that can be selected. 5. Looking for and making available any opportunities for redeployment before confirming redundancy – there is such a small pool of staff that there is no opportunity for redeployment. Therefore, the Finance and Personnel Committee recommends to the Parish Council that the redundancy takes place.
FIN24/36	Agenda items for the next meeting