



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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5th June 2019

To Councillors:

Barbara Bailey; Simon Kidd (Chair); Ray Love; Conor Ogilvie-Davidson; Claire Parfitt; Jonathan Rich; Les Sprake; Kathy Thomas

You are hereby summoned to attend a meeting of the Personnel Committee of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 11th June 2019 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

AGENDA

Meeting of the Personnel Committee

7.00pm

Public Session - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason. Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

****PLEASE ENSURE THAT MOBILE TELEPHONES ARE SET TO 'SILENT' MODE IN THE COUNCIL CHAMBER****

Please be aware that Parish Council meetings may be recorded, subject to the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made.

PC001 – 11/06/2019

Election of Vice-Chair

To receive nominations and to elect a Vice-Chair of the Personnel Committee.

PC002 – 11/06/2019

Apologies for Absence

To receive and approve, if necessary, any apologies for absence.

PC003 – 11/06/2019

Declarations of Interest

To receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.

Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.

PC004 – 11/06/2019 Minutes & Actions

- i. To consider and approve the minutes of the Personnel Committee meeting held on 19th March 2019.
- ii. To review updated copy of the actions register.

PC005 – 11/06/2019 Items for Urgent Report

Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

PC006 – 11/06/2019 Advisory Panel

To appoint an Advisory Panel to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference and Delegations.

PC007 – 11/06/2019 Personnel Sub-Committee

To appoint a Personnel Sub-Committee to work in line with the agreed Terms of Reference and Delegations.

PC008 – 11/06/2019 Personnel Related Policies & Procedures

To review the list of policies that have been allocated to the Personnel Committee as detailed on the Strategic Documentation Register and make plans for the review of each policy throughout the forthcoming council year and to suggest/consider any new policies required making plans for their establishment.

PC009 – 11/06/2019 Resolution Relating to Confidential Nature

To pass a resolution that in accordance with Standing Order 3c in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

PC010 – 11/06/2019 Staff & Councillor Training

To receive update on staff and councillor training and make any necessary relating decisions.

PC011 – 11/06/2019 Staff Absence, Leave and TOIL

To receive update on staff absence, leave and time off in lieu, and make any necessary relating decisions.

PC012 – 11/06/2019 Staff Appraisals

To receive update on staff appraisals and make any necessary relating decisions.

PC013 – 11/06/2019 Review of Finances 2019/20

To consider expenditure report for the 2019/20 financial year for those budgets specifically linked to the Personnel Committee.

PC014 – 11/06/2019 Support for HR Related Matters

To consider quotations for the provision of independent support for human resource related matters and make associated decisions.

PC015 – 11/06/2019 Payroll and Salaries

To receive a report and make any associated decisions regarding the transfer to monthly payroll and the implementation of changes to the salary rates.

PC016 – 11/06/2019**Printing of Council Papers & Tablets**

To receive report regarding the printing of papers for council meetings and make any associated decisions/recommendations including review of quotations for tablets.

PC017 – 11/06/2019**Update - Clerk Liaison Panel**

- i. To receive update on current work load and prioritisation for the weeks ahead.
- ii. To review progress on the Order of Known Business document and the Annual Governance Cycle; both now migrated to Planner.
- iii. To receive an update on Business Continuity Plan.

PC018 – 11/06/2019**Update - Staffing Matters**

Opportunity to privately discuss staffing matters, if required.

PC019 – 11/06/2019**Resolution to Revert to Public Session**

To pass a resolution that the meeting is put back into public session.

PC020 – 11/06/2019**Review of New Actions**

To review that any actions generated from the meeting have been correctly captured on the Actions Register.

PC021 – 11/06/2019**Date and Time of Next Meeting**

The date of the next Personnel Committee is scheduled to be held on Tuesday 17th September 2019 at 7pm at Beacon Hall.