



## PEASEDOWN ST JOHN PARISH COUNCIL

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20<sup>th</sup> November 2019

### To Councillors:

Barbara Bailey; Simon Kidd (Chair); Ray Love; Conor Ogilvie-Davidson (Vice-Chair); 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 26<sup>th</sup> November 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.**

#### **PC047 – 26/11/2019**

#### **Apologies for Absence**

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

#### **PC048 – 26/11/2019**

#### **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.**

**PC049 – 26/11/2019****Minutes & Actions**

- i. To consider and approve the minutes of the Personnel Committee meeting held on 17<sup>th</sup> September 2019.
- ii. To review updated copy of the actions register.

**PC050 – 26/11/2019****Items for Urgent Report**

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

**PC051 – 26/11/2019****Personnel Related Policies & Procedures**

To consider the new and amended policies as reviewed at the recent Advisory Panel meeting and as listed below:

- i. Disciplinary Policy
- ii. Employee Expenses Policy
- iii. Grievance Policy
- iv. Parish Councillors' Expenses Policy.

**PC052 – 26/11/2019****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.

**PC053 – 26/11/2019****Staff & Councillor Training**

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

**PC054 – 26/11/2019****Staff Absence, Leave and TOIL**

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

**PC055 – 26/11/2019****Staff Appraisals**

To receive update on staff appraisals, including a report on the Clerk's appraisal in accordance with the Staff Appraisal Policy & Document.

**PC056 – 26/11/2019****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.

**PC057 – 26/11/2019****Review of Finances 2019/20 & Future Budgets**

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

**PC058 – 26/11/2019****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.

**PC059 – 26/11/2019****Update - Staffing Matters**

Opportunity to privately discuss staffing matters, if required.

**PC060 – 26/11/2019****Resolution to Revert to Public Session**

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

**PC061 – 26/11/2019**

**Review of New Actions**

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

**PC062 – 26/11/2019**

**Date and Time of Next Meeting**

The date of the next Personnel Committee is scheduled to be held on Tuesday 25<sup>th</sup> February 2020 at 7pm at Beacon Hall.