



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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19th February 2020

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 25th February 2020 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.

PC063 – 25/02/2020

Apologies for Absence

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

PC064 – 25/02/2020

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.

PC065 – 25/02/2020**Minutes & Actions**

- i. To approve the minutes of the Personnel Committee meeting held on 26th November 2019.
- ii. To sign the minutes of the Personnel Committee meeting held on 26th November 2019.
- iii. To review updated copy of the actions register on Planner.

PC066 – 25/02/2020**Items for Urgent Report**

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

PC067 – 25/02/2020**Personnel Related Policies & Procedures**

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

- i. Acceptable Usage Policy
- ii. Employee Sickness Policy
- iii. Lone Working Policy
- iv. Time Off for Dependents Policy.

PC068 – 25/02/2020**New Councillor Induction**

To review the Protocol for New Councillor Induction document and to decide if it correctly captures all that is required to be covered for new councillors and the best way of implementation.

PC069 – 25/02/2020**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.

PC070 – 25/02/2020**General Data Protection Regulation**

To receive a report on the progress of working towards full compliance with GDPR to include a schedule plan for the future.

PC071 – 25/02/2020**Staff & Councillor Training**

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

PC072 – 25/02/2020**Staff Absence, Leave and TOIL**

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

PC073 – 25/02/2020**Staff Appraisals**

To receive a report on the staff appraisals in accordance with the Staff Appraisal Policy & Document. To include an update on the Clerk's objectives.

PC074 – 25/02/2020**Payroll, Salaries and Pensions**

To receive a report and make any associated decisions regarding staff pensions, the transfer to monthly payroll and an update on the national salary rates for 2020.

PC075 – 25/02/2020**Review of Finances 2019/20**

To consider expenditure report for the 2019/20 financial year for those budgets specifically linked to the Personnel Committee and to make any recommendations for carry forward of any operational budget from the 2019/20 to the 2020/21 financial year.

PC076 – 25/02/2020**Update - Clerk Liaison Panel**

- i. To receive update on current workload and prioritisation for the weeks ahead.
- ii. To review progress (via MS Planner) on the Order of Known Business document and the Annual Governance Cycle.
- iii. To receive an update on Business Continuity Plan.

PC077 – 25/02/2020**Update - Staffing Matters**

Opportunity to privately discuss staffing matters, if required.

PC078 – 25/02/2020**Resolution to Revert to Public Session**

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

PC079 – 25/02/2020**Review of New Actions**

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

PC080 – 25/02/2020**Date and Time of Next Meeting**

The date of the next Personnel Committee meeting is to be determined.