



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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1st March 2017

To Councillors:

Rod Bridges; Tom Clifford; Simon Kidd (Vice-Chair); Jordan Ness; Jonathan Rich (Chair); Kathy Thomas; Karen Walker

You are hereby summoned to attend a meeting of the Policy & Personnel Committee of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 7th March 2017 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

AGENDA

Meeting of the Policy & 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.

P&P058 – 07/03/2017 Apologies for Absence

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

P&P059 – 07/03/2017 Declarations of Interest

To receive any declarations of Members' Interests in any items 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.

P&P060 – 07/03/2017 Minutes

- i. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 31st January 2017 (pre-reading appendix Ai).
- ii. To consider and approve the minutes of the Personnel Sub-Committee meeting held on 26th March 2015 (pre-reading appendix Aii).
- iii. To consider and approve the minutes of the Personnel Sub-Committee meeting held on 7th February 2017 (pre-reading appendix Aiii).
- iv. To review updated copy of the actions register (pre-reading appendix B).

P&P061 – 07/03/2017 Items for Urgent Report

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

P&P062 – 07/03/2017 Governance Planning Cycle

To receive update on actions linked to the annual governance planning cycle and to ensure progress is running to plan or suitably accounted for (pre-reading appendix C).

P&P063 – 07/03/2017 Review of Standing Orders & Advisory Panels

To receive update from the Policy & Personnel Advisory Panel regarding their progress and any recommendations on the review of Standing Orders incorporating the Code of Conduct (pre-reading appendix D).

P&P064 – 07/03/2017 Health & Safety

To receive the newsletter and any updates as issued by the Health & Safety Auditor and make any associated decisions (pre-reading appendix E).

P&P065 – 07/03/2017 Classification of Confidential Items

To review draft guidance document explaining to councillors which council items are able to be shared with the public and those which must remain confidential (pre-reading appendix F).

P&P066 – 07/03/2017 ICT Improvements

To receive progress update on the roll out of SharePoint and MS Office365 and make any associated decisions (to be presented by Clerk & Cllr. Simon Kidd at the meeting). To include update on the multi-function printer and consideration of off-site printing of full council papers (pre-reading appendix G).

P&P067 – 07/03/2017 Correspondence Logs

To receive update regarding data protection measures and consider these with the proposals for the logging correspondence received by the Parish Office and reporting to councillors (pre-reading appendix H).

P&P068 – 07/03/2017 Information Retention Policy

To receive update regarding Information Governance and to consider draft Information Retention Policy (pre-reading appendix I).

P&P069 – 07/03/2017 Storage Matters

To receive update regarding storage and to consider offsite storage options and make any associated decisions (pre-reading appendix J).

P&P070 – 07/03/2017 Communications Update

To receive update from the Clerk regarding the following areas of communication:

- i. Newsletter – to receive suggested content for summer publication and to review the delivery options.
- ii. Press releases.

- iii. Websites (Parish Council and Beacon Hall) – new design with current provider to be reviewed at the meeting.
- iv. Social media (Parish Council and Beacon Hall Facebook page).
- v. Email.
- vi. Councillor surgeries.
- vii. Welcome pack.
- viii. Other.

P&P071 – 07/03/2017 Review of Finances 2016/17

To consider report on financial spend against budget for the 2016/17 financial year for those budgets specifically linked to the Policy & Personnel Committee (pre-reading appendix K).

P&P072 – 07/03/2017 Resolution Relating to Confidential Nature

To pass a resolution that in accordance with Standing Order 3d, 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.

P&P073 – 07/03/2017 Councillor & Staff Training

To receive update on Councillor and staff training and make associated decisions (pre-reading appendix L).

P&P074 – 07/03/2017 Staff Time at Meetings

In accordance with the decision (minute P&P034-27/09/2016 relates) to review the practice and amounts relating to the paid staff time at meetings (pre-reading appendix M).

P&P075 – 07/03/2017 Assistant Caretaker

To receive update on the appointment of the Assistant Caretaker and make any associated decisions (pre-reading appendix N).

P&P076 – 07/03/2017 Staff Contracts

If required, to receive update on non-standard staff contracts and make associated decisions to bring them all in line with the other NALC-based contracts (pre-reading appendix O).

P&P077 – 07/03/2017 Resolution to Revert to Public Session

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

P&P078 – 07/03/2017 Date and Time of Next Meeting & Future Agenda Items

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