



**PEASEDOWN ST JOHN PARISH COUNCIL**

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**Minutes of the Policy & Personnel Committee Meeting held on Tuesday 30<sup>th</sup> July 2013 at 7.00pm at the Beacon Hall, French Close, Peasedown St John**

**Present:**

**Councillors:** John Bailey, Calvin Bird, Jordan Ness, David Walker, John Whittock (Chair)  
 Cllrs. Andrew Fraser and Karen Walker were also present at the meeting, in their capacity as Chair and Vice-Chair of Full Council respectively, providing them with full voting rights.

**In attendance:**

Tanya West – Parish Clerk

**Public Session**

No members of the public were present at the meeting.

<b>Minute Ref.</b>	<b>Agenda Item</b>	<b>Action</b>
<b>P&amp;P015 – 30/07/2013</b>	<b>Apologies for Absence</b> Apologies were received from Cllr. Jonathan Rich who was away on holiday. His apologies were approved and accepted.	
<b>P&amp;P016 – 30/07/2013</b>	<b>Declarations of Interest</b> No additional interests, to those already disclosed to the Monitoring Officer, were declared.	
<b>P&amp;P017 – 30/07/2013</b>	<b>Minutes</b> i. The minutes of the Policy & Personnel Committee meeting held on 18 <sup>th</sup> June 2013 had been circulated and it was noted that on the agenda it stated the minutes were for a meeting held on 16 <sup>th</sup> June, when the meeting was actually 18 <sup>th</sup> June. Furthermore, Cllr. Andrew Fraser commented that under minute P&P006-18/06/2013 it reads: “It was also suggested that the Health & Safety Policy be staff specific and so would cover the whole parish rather than just the Beacon Hall”, and he believed it should state: “the Health & Safety Policy be person specific.” With this amendment, the minutes were agreed by all those present at that meeting and were duly signed by the Chair as a true and correct record of the meeting. ii. The actions register had not been circulated and the clerk advised it was in progress and would be available shortly.	Clerk
<b>P&amp;P018 – 30/07/2013</b>	<b>Items for Urgent Report</b> No items were raised.	
<b>P&amp;P019 – 30/07/2013</b>	<b>Personnel Sub-Committee</b> It was noted that the minutes of the Personnel Sub-Committee held on 8 <sup>th</sup> July had been circulated; however, those from the meeting held on 24 <sup>th</sup> July had not yet been written-up and would be circulated in due course. Cllr. John Bailey therefore provided a verbal update informing that due to the amount of research required for many of the items being discussed an Advisory Panel had been formed as being the most effective way of dealing with it.	Clerk

	<p>At the previous meeting of the Policy and Personnel Committee it was noted the Council did not have any Grievance or Disciplinary Policies in place. Neither did it have an Equal Opportunities Policy or a Health and Safety Policy. All of which had been looked at by the Advisory Panel and are for consideration as a later agenda item.</p> <p>The Advisory Panel will look at staff contracts and discussions had commenced regarding qualifications, work agreement standards, reviews and appraisals and contracts. Cllr. John Bailey reported that current staff contracts are not consistent and only really one contract meets with NALC requirements, and the Advisory Panel believe that all staff should be on NALC standard contracts. The Clerk is putting together further information for discussion at the next Advisory Panel meeting and the matter is for discussion later on the agenda.</p> <p>Staff training had been touched upon and a training matrix, including costs, will be formed.</p> <p>Regularising of the pensions are closer to being finalised but with some policies yet to be written.</p> <p>The Advisory Panel acknowledged that work agreements and standards need to be in place so the staff knows what the Council expects of them. Staff appraisals and reviews would be looked at in the future and the Advisory Panel will continue to identify items to be reviewed and prioritise them accordingly.</p>	<p>Clerk</p> <p>Clerk</p> <p>Ad.Pnl.</p>
<p><b>P&amp;P020 – 30/07/2013</b></p>	<p><b>Parish Council Policies</b></p> <p>A draft Disciplinary Policy had been made available as pre-reading and was recommended for adoption by the Personnel Sub-Committee. It was discussed, and apart from a slight amendment to the numbering within the document, it was resolved it be adopted with immediate effect.</p> <p>A draft Grievance Policy had been made available as pre-reading and was recommended for adoption by the Personnel Sub-Committee. It was discussed and was resolved it be adopted with immediate effect.</p> <p>A draft Equal Opportunities and Anti-Discrimination Policy had been made available as pre-reading, which was discussed and it was resolved the Policy &amp; Personnel Committee recommend it be pass to Full Council for their consideration to approval and adopt.</p> <p>Cllr. John Bailey advised that although a Health &amp; Safety Policy specifically relating to the Beacon Hall was in place, it was thought that a further general policy, encompassing all aspects of Parish Council work, should be written. He therefore proposed that the Policy &amp; Personnel Committee authorise the Personnel Advisory Panel to continue with their investigation work on this matter in order to make direct recommendations to the next Full Council meeting on 3<sup>rd</sup> September. This was seconded by Cllr. Calvin Bird and agreed by all those present.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Ad.Pnl. &amp; Clerk</p>
<p><b>P&amp;P021 – 30/07/2013</b></p>	<p><b>Staff Contracts</b></p> <p>Cllr. John Bailey stated that he had already mentioned that the Personnel Advisory Panel recommend that all staff should be on a NALC approved contract. This would involve using the NALC model contract as a basis, reviewing and making alterations and then sending the amended version to NALC for their approval. It was noted there was an urgent need to regularise the staff working hours, especially in the office. Originally, five hours a week had been allocated for Beacon Hall administration which has proved not to be sufficient, with additional hours being undertaken by the Parish Office staff. It was mentioned that a large quantity of the staffing budget is being paid in overtime costs and from April 2014 changes to pensions will mean that pensions will also be paid on overtime hours worked and so budgeting for the full picture needs to be considered in readiness.</p> <p>Cllr. John Bailey continued that the Personnel Advisory Panel are requesting permission from the Policy &amp; Personnel Committee to look at whole situation and</p>	<p>Ad.Pnl.</p>

	<p>draft some outline proposals on office staff contracts and hours to present directly to the Finance &amp; Amenities Committee on 6<sup>th</sup> August, and then the Full Council on 3<sup>rd</sup> September, with a view to having any changes in place by 1<sup>st</sup> January 2014. This proposal was discussed and it was agreed by all present. Cllr. Andrew Fraser thanked the Personnel Sub-Committee for the work they had done so far.</p>	& Clerk
<b>P&amp;P022 – 30/07/2013</b>	<p><b>Newsletter</b> A pre-reading document had been produced listing the items for possible inclusion in the next newsletter, which included winter support and signage project champion articles, overgrown paths and hedges, broadband roll-out to rural areas, school centenary mosaic project. It was also agreed not to commence with the Youth Section until September, as the young people would then be back at school. The Clerk was requested to follow up with Cllr. Jordan Ness as he had already started liaisons with the school. A draft newsletter would be circulated and it was recommended that deliveries be postponed until September to allow for people to return from their holidays so the newsletter would not be missed.</p>	Clerk & JN  Clerk
<b>P&amp;P023 – 30/07/2013</b>	<p><b>Standing Orders</b> Cllr. Andrew Fraser reported that due to various holidays the Advisory Panel tasked with reviewing the Standing Orders had not yet met but were due to do so once Cllr. Jonathan Rich has returned from holiday. The Clerk still to issue all relevant paperwork to the Advisory Panel. Cllr. John Whittock commented that in the current Standing Orders it states all Council meetings will commence at 7pm, which will require amending as some Planning &amp; Environment meetings start earlier in order to allow two meetings to take place on one evening.</p>	AF, JN, JR & Clerk
<b>P&amp;P024 – 30/07/2013</b>	<p><b>Councillor ‘Away Day’, Parish Plan &amp; Quality Council Status</b> A Councillor ‘Away Day’ was held on 13<sup>th</sup> July which was a report and discussions workshop helping to identify future Council projects, with reference to points raised in the Parish Plan and the S106 money due from the Wellow Lane development. The Clerk had produced a pre-reading document summarising the reports and discussions from the day which would be circulated to all Councillors. Quality Council status was discussed and the Clerk was requested to investigate and include in the summary that status needs to be applied for every four years. It was suggested that it would be sensible to commence preparations now with a view to applying for the status shortly after the next election in May 2015. It was noted that the Parish Office would produce 4 or 5 costed scenarios for further discussion at Full Council meetings; to refine the information and make decisions during the September and October meetings. The key points of the Parish Plan would also be broken down and allocated to the appropriate Committee for their consideration and feedback. Both these points will link into the budgeting process for the 2014/15 financial year. It was suggested that the Youth Forum, Stakeholders meetings, the ‘Welcome Wagon’ and Chamber of Commerce would probably fall within the remit of the Policy and Personnel Committee and the Clerk was requested to list them for discussion at future meetings. Cllr. John Bailey expressed his thanks to Tanya West and Debbie Parish for the amount of work they contributed to the event. Cllr. Karen Walker was also thanked for doing the catering.</p>	Clerk  Clerk  Clerk  Clerk  Clerk
<b>P&amp;P025 – 30/07/2013</b>	<p><b>Councillor Training</b> The Clerk and Cllr. Karen Walker were still liaising regarding the booking of the food hygiene certificate training. It was noted that the Clerk had purchased the latest 9<sup>th</sup> edition of the <i>Arnold-Baker on Local Council Administration</i> which had been received, but the copies of the new</p>	Clerk & KW

	<p>4<sup>th</sup> edition of the Good Councillors Guide had only just become available and so had not yet been ordered.</p> <p>The Clerk provided an update on Good Councillor Training options provided by the Avon Local Councils Association; approximately £30 per Councillor at own venue or £60 per Councillor off site. It was expressed that training would be beneficial to all Councillors and the Clerk to follow up accordingly.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>P&amp;P026 – 30/07/2013</b></p>	<p><b>Date &amp; Time of Next Meeting</b></p> <p>The date of the next Policy &amp; Personnel Committee meeting is scheduled to be held on Tuesday 10<sup>th</sup> September at 7pm at the Beacon Hall.</p>	<p>Clerk</p>

The meeting closed at 8.11pm

Signed..... Date.....

DRAFT