



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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2<sup>nd</sup> June 2021

### To Councillors:

Barbara Bailey; Andrew Fraser; Simon Kidd (Chair); Ray Love; Conor Ogilvie-Davidson; Les Sprake.

You are hereby summoned to attend a meeting of the Personnel Committee of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 8<sup>th</sup> June 2021 at 7.00pm** for the purpose of transacting the business detailed below.

### CC Councillors:

Jonathan Rich; Kathy Thomas as ex-officio members of the Committee – Please advise, by return, if you will be attending this meeting.

Tanya West  
Parish Clerk & RFO

## 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 confidential session – see item PC010).

For members of the public wishing to observe the meeting or to raise a question/speak during the public session, you may join the meeting online or via the telephone as due to Coronavirus restrictions numbers permitted in Beacon Hall are restricted (although some public spaces may be available).

### Learn how to join a meeting via a computer or mobile device

To join our meeting on your computer or mobile device the hyperlink and details can be found on the home page of the Parish Council website.

Or dial into our meeting using a telephone

- Phone: +44 20 3855 5887
- Meeting Conference ID: 670 783 390#

We kindly ask that you please join the meeting 10 minutes early so then we can resolve any access issues before the meeting starts [please telephone 07583 091284 if you have problems accessing the meeting].



**PC012 – 08/06/2021****Staff Absence, Leave and TOIL**

To receive update on staff absence, leave and time off in lieu, and make any necessary relating decisions. To also include update on the migration to the new online system with Ellis Whittam.

**PC013 – 08/06/2021****Staff Appraisals**

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

**PC014 – 08/06/2021****Review of Finances 2021/22**

To consider expenditure report for the 2021/22 financial year for those budgets specifically linked to the Personnel Committee.

**PC015 – 08/06/2021****Payroll, Salaries and Pensions**

To receive a report and make any associated decisions regarding the transfer to monthly payroll. To also receive any updates on pensions.

**PC016 – 08/06/2021****Staff Reporting and Job Roles and Duties**

To receive report regarding the staff reporting lines; job roles and duties, with particular reference to recent changes to contracted working hours.

**PC017 – 08/06/2021****Update - Clerk Liaison Panel**

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

**PC018 – 08/06/2021****Update - Staffing Matters**

Opportunity to privately discuss staffing matters, if required.

**PC019 – 08/06/2021****Resolution to Revert to Public Session**

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

**PC020 – 08/06/2021****Review of New Actions**

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

**PC021 – 08/06/2021****Date and Time of Next Meeting**

The date of the next Personnel Committee is scheduled to be held on Tuesday 21<sup>st</sup> September 2021 at 7pm at Beacon Hall.