



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

15th September 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 21st September 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 PC029).

Please be aware that this Parish Council meeting will be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014 (until item PC029).

PC022 – 21/09/2021

Attendance Roll Call and Declarations of Interest

To action the attendance register and 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.

PC023 – 21/09/2021

Apologies for Absence

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

PC024 – 21/09/2021**Minutes & Actions**

- i. To consider and approve the minutes of the Personnel Committee meeting held on 5th May 2021.
- ii. To consider and approve the minutes of the Personnel Committee meeting held on 8th June 2021.
- iii. To sign the above listed minutes.
- iv. To review updated copy of the actions register.

PC025 – 21/09/2021**Items for Urgent Report**

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

PC026 – 21/09/2021**HR and H&S**

To receive an update and make any associated decisions regarding HR and H&S in relation to the support provided by Ellis Whittam.

PC027 – 21/09/2021**Facebook Page Changes**

To receive an update on the Parish Council Facebook page and usage.

PC028 – 21/09/2021**Councillor Surgeries**

To receive update and make any associated decisions regarding the monthly Parish Councillor Surgeries.

PC029 – 21/09/2021**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.

PC030 – 21/09/2021**Casual Workers**

To receive an update and make any necessary decisions regarding casual labour used by the Parish Council to include any associated financial impact.

PC031 – 21/09/2021**Staff & Councillor Training**

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

PC032 – 21/09/2021**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 online system with Ellis Whittam.

PC033 – 21/09/2021**Staff Appraisals**

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

PC034 – 21/09/2021**Review of Finances 2021/22**

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

PC035 – 21/09/2021**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.

PC036 – 21/09/2021**Hybrid Working**

To receive an update and consider the proposals for hybrid working practices for the Parish Office staff.

PC037 – 21/09/2021

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.

PC038 – 21/09/2021

Staff Reporting and Job Roles and Duties

To receive report regarding the staff reporting lines; job roles and duties, with particular reference to the outside services staff.

PC039 – 21/09/2021

Update - Staffing Matters

Opportunity to privately discuss staffing matters, if required.

PC040 – 21/09/2021

Resolution to Revert to Public Session

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

PC041 – 21/09/2021

Review of New Actions

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

PC042 – 21/09/2021

Date and Time of Next Meeting

The date of the next Personnel Committee is scheduled to be held on Tuesday 23rd November 2021 at 7pm at Beacon Hall.