



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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16th February 2022

To Councillors:

Barbara Bailey; Adi Davis; 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 22nd February 2022 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 PC074).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014 (until item PC074). 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 [particularly in order to satisfy the protection of children, the vulnerable and other members of the public who actively object to being filmed].

PC066 – 22/02/2022

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.

PC067 – 22/02/2022 **Apologies for Absence**
To receive and approve, if necessary, any apologies for absence.

PC068 – 22/02/2022 **Minutes & Actions**
i. To consider and approve the minutes of the Personnel Committee meeting held on 21st December 2021.
ii. To sign the above listed minutes.
iii. To review updated copy of the actions register on Planner.

PC069 – 22/02/2022 **Items for Urgent Report**
Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

PC070 – 22/02/2022 **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.

PC071 – 22/02/2022 **Facebook Page Changes**
To receive an update on the Parish Council Facebook page and usage.

PC072 – 22/02/2022 **Councillor Surgeries**
To receive update and make any associated decisions regarding the monthly Parish Councillor Surgeries.

PC073 – 22/02/2022 **Parish Council Newsletter**
To receive an updated report on the production of the Parish Council newsletter.

PC074 – 22/02/2022 **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.

PC075 – 22/02/2022 **Staff & Councillor Training**
To receive update on staff and councillor training and make any necessary relating decisions.

PC076 – 22/02/2022 **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.

PC077 – 22/02/2022 **Staff Appraisals**
To receive update on staff appraisals and make any necessary relating decisions.

PC078 – 22/02/2022 **Review of Finances 2021/22 & 2022/23 Budgets**
To consider expenditure report for the 2021/22 financial year for those budgets specifically linked to the Personnel Committee. Also, to receive update regarding the budgets set for the 2022/23 financial year.

PC079 – 22/02/2022 **Payroll, Salaries and Pensions**
To receive a report and make any associated decisions regarding the annual salary award and the transfer to monthly payroll. To also receive any updates on pensions and salary rates.

PC080 – 22/02/2022

Hybrid Working

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

PC081 – 22/02/2022

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.

PC082 – 22/02/2022

Staff Reporting and Job Roles and Duties

To receive report regarding the staff reporting lines, job roles and duties, with updates on both the outside services and the office staff. To also include summary of works to outside contractors.

PC083 – 22/02/2022

Update - Staffing Matters

Opportunity to privately discuss staffing matters, if required.

PC084 – 22/02/2022

Resolution to Revert to Public Session

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

PC085 – 22/02/2022

Review of New Actions

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

PC086 – 22/02/2022

Date and Time of Next Meeting

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