



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

23rd November 2022

To Councillors:

Richard Clarke; Simon Kidd (Chair); Andy Larcombe (nominated substitute for Barbara Bailey); Ray Love; Conor Ogilvie-Davidson (Vice-Chair); 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 29th November 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 PC032).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014 (until item PC032). 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].

PC024 – 29/11/2022

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.

PC025 – 29/11/2022**Apologies for Absence**

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

PC026 – 29/11/2022**Minutes & Actions**

- i. To consider and approve the minutes of the Personnel Committee meeting held on 14th June 2022.
- ii. To sign the above listed minutes.
- iii. To review updated copy of the actions register on Planner.

PC027 – 29/11/2022**Items for Urgent Report**

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

PC028 – 29/11/2022**Personnel Committee Advisory Panel**

To receive and review the notes from the two Personnel Committee Advisory Panel meetings held on Tuesday 25th October 2022.

PC029 – 29/11/2022**Personnel Related Policies & Procedures**

To review the draft Employee Handbook as prepared by Ellis Whittam/WorkNest. To consider the adoption of this document and the resultant replacement of the existing Parish Council policies which are now incorporated into the Employee Handbook.

To include a review of the Safeguarding Policy for both Children and Vulnerable Adults.

To review the new draft Communications Strategy and consider the adoption of this document.

To receive update on the Protocol for New Councillor Induction document following review by Cllr Kathy Thomas.

PC030 – 29/11/2022**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/WorkNest.

PC031 – 29/11/2022**Councillor Surgeries**

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

PC032 – 29/11/2022**Parish Council Newsletter & Other Marketing**

To receive an updated report on the production of the Parish Council newsletter and other marketing/advertising including press releases and Facebook etc.

PC033 – 29/11/2022**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.

PC034 – 29/11/2022**Staff & Councillor Training**

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

PC035 – 29/11/2022**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.

PC036 – 29/11/2022**Staff Appraisals**

To receive update on staff appraisals.

PC037 – 29/11/2022**Review of Finances 2022/23 & Budgets for 2023/24**

To consider expenditure report for the 2022/23 financial year for those budgets specifically linked to the Personnel Committee.

To receive an update on the Beacon Hall cleaning budget and associated staff input.

To consider any additional budget requirements for the 2023/24 financial year to include potential cover for a Council vehicle.

PC038 – 29/11/2022**Payroll, Salaries and Pensions**

To receive a report and make any associated decisions to include review of staff spinal column points, annual national salary review, update on pensions and the transfer to monthly payroll.

PC039 – 29/11/2022**Cover Over the Festive Period**

To consider working hours and staff cover during the forthcoming Christmas/New Year period.

PC040 – 29/11/2022**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.

PC041 – 29/11/2022**Clerk Report & Working Improvements**

To receive report regarding changes to working processes and activities to improve efficiencies and communications. To include review of job roles and duties for both the outside services and the office staff.

PC042 – 29/11/2022**Resolution to Revert to Public Session**

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

PC043 – 29/11/2022**Review of New Actions**

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

PC044 – 29/11/2022**Date and Time of Next Meeting**

The date of the next Personnel Committee meeting is scheduled to be held on Tuesday 21st February 2023 at 7pm at Beacon Hall.