



## PEASEDOWN ST JOHN PARISH COUNCIL

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15th February 2023

### To Councillors:

Barbara Bailey; Richard Clarke; Simon Kidd (Chair); 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 21<sup>st</sup> February 2023 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 PC054).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014 (until item PC054). 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].

### PC045 – 21/02/2023

### 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.**

**PC046 – 21/02/2023****Apologies for Absence**

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

**PC047 – 21/02/2023****Minutes & Actions**

- i. To consider and approve the minutes of the Personnel Committee meeting held on 29<sup>th</sup> November 2022.
- ii. To sign the above listed minutes.
- iii. To review updated copy of the actions register on Planner.

**PC048 – 21/02/2023****Items for Urgent Report**

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

**PC049 – 21/02/2023****Personnel Related Policies & Procedures**

- i. To review the revised draft Employee Handbook as prepared by Ellis Whittam/WorkNest incorporating the feedback discussed at the last meeting. 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.
- ii. To review the new draft Communications Strategy and consider the adoption of this document.
- iii. To review the updated Protocol for New Councillor Induction document following review by Cllr Kathy Thomas and Cllr Gill Auld.

**PC050 – 21/02/2023****Civility and Respect Project**

To receive an update on the Civility and Respect Project jointly undertaken by NALC, OVW, SLCC and the County Associations. To review and consider the information provided and to consider making any recommendations for the Parish Council to take the pledge.

**PC051 – 21/02/2023****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.

**PC052 – 21/02/2023****Parish Council Communications**

To receive a report on Parish Council communications. To include updates on the newsletter, website, communications/email logging system, councillor surgeries, Facebook page and any other marketing, advertising, and press releases etc.

**PC053 – 21/02/2023****Local Council Elections**

To receive an update on preparations and procedures for the local council elections to be held on 4<sup>th</sup> May 2023. To include details of any impact on councillors and staff, particularly with reference to the period of purdah.

**PC054 – 21/02/2023****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.

**PC055 – 21/02/2023****Staff & Councillor Training**

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

**PC056 – 21/02/2023****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.

**PC057 – 21/02/2023                      Staff Appraisals**

To receive update on staff appraisals.

**PC058 – 21/02/2023                      Review of Finances 2022/23**

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

**PC059 – 21/02/2023                      Payroll, Salaries and Pensions**

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

**PC060 – 21/02/2023                      Caretaking Staff and Council Truck**

- i. To receive a report from the Clerk on the **outside services job roles** and duties and make any associated decisions and the Caretaker vacancy.
- ii. To receive a report from the Clerk regarding the **new council vehicle** and make any associated decisions regarding policy and use.

**PC061 – 21/02/2023                      Update - Clerk Liaison Panel**

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

**PC062 – 21/02/2023                      Clerk Report & Working Improvements**

To receive report regarding changes to working processes and activities to improve efficiencies and communications.

**PC063 – 21/02/2023                      Resolution to Revert to Public Session**

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

**PC064 – 21/02/2023                      Review of New Actions**

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

**PC065 – 21/02/2023                      Date and Time of Next Meeting**

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