



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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31st March 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 **Thursday 6th April 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 PC070).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014 (until item PC070). 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 – 06/04/2023

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.

PC067 – 06/04/2023**Apologies for Absence**

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

PC068 – 06/04/2023**Items for Urgent Report**

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

PC069 – 06/04/2023**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.
- ii. To review the new draft Safeguarding Policy for both Children and Vulnerable Adults and consider the adoption of this document.
- iii. To review the updated Protocol for New Councillor Induction document and consider the adoption of this revised document.

PC070 – 06/04/2023**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.

PC071 – 06/04/2023**Caretaking Staff**

To receive a report from the Clerk on the **outside services job roles** and duties, also an update on the Caretaker vacancy and make any associated decisions.

PC072 – 06/04/2023**Staff Appraisals**

To receive update on staff appraisals.

PC073 – 06/04/2023**Clerk Report & Working Improvements**

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

PC074 – 06/04/2023**Resolution to Revert to Public Session**

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

PC075 – 06/04/2023**Review of New Actions**

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

PC076 – 06/04/2023**Date and Time of Next Meeting**

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