



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

14th June 2023

To Councillors:

Jo Davis; Howard Hartley; Simon Kidd (Chair); Andy Larcombe; Conor Ogilvie-Davidson; Kathy Thomas.

You are hereby summoned to attend a meeting of the Personnel Committee of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 20th June 2023 at 7.00pm** for the purpose of transacting the business detailed below.

CC Councillor:

Jonathan Rich 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 PC012).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014 (until item PC012). 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].

PC001 – 20/06/2023

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.

PC002 – 20/06/2023**Apologies for Absence**

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

PC003 – 20/06/2023**Election of Vice-Chair**

To receive nominations and to elect a Vice-Chair of the Personnel Committee.

PC004 – 20/06/2023**Minutes & Actions**

- i. To acknowledge minutes of previous meetings (already approved at Full Council meetings).
- ii. To sign the above listed minutes.
- iii. To review updated copy of the actions register on Planner.

PC005 – 20/06/2023**Items for Urgent Report**

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

PC006 – 20/06/2023**Personnel Sub-Committee**

To appoint a Personnel Sub-Committee to work in line with the agreed Terms of Reference and Delegations.

PC007 – 20/06/2023**Advisory Panel**

To appoint an Advisory Panel to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference and Delegations.

PC008 – 20/06/2023**Personnel Related Policies & Procedures**

To review the list of policies that have been allocated to the Personnel Committee as detailed on the Strategic Documentation Register and make plans for the review of each policy throughout the forthcoming council year and to suggest/consider any new policies required making plans for their establishment.

Following the recent elections, to review the Protocol for New Councillor Induction document and consider any amendments.

PC009 – 20/06/2023**Risk Register**

To note the sections of the Risk Register associated with the delegations for the Personnel Committee and to make plans for the review of this document and associated risk assessments throughout the forthcoming council year.

PC010 – 20/06/2023**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.

PC011 – 20/06/2023**Councillor Surgeries**

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

PC012 – 20/06/2023**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.

PC013 – 20/06/2023**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.

PC014 – 20/06/2023**Staff & Councillor Training**

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

PC015 – 20/06/2023**Review of Finances 2023/24**

To consider expenditure report for the 2023/24 financial year for those budgets specifically linked to the Personnel Committee.

PC016 – 20/06/2023**Payroll, Salaries and Pensions**

To receive a report and make any associated decisions to include review of salaries, update on pensions and the transfer to monthly payroll.

PC017 – 20/06/2023**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.

PC018 – 20/06/2023**Staff Appraisals**

To receive update on staff interim appraisals.

PC019 – 20/06/2023**Outside Services**

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.

PC020 – 20/06/2023**Clerk Report & Working Improvements**

To receive a report regarding changes to working processes and activities to improve efficiencies and communications which includes an update on the roll out of Freshdesk.

PC021 – 20/06/2023**Roles and Responsibilities**

To receive a report on works being undertaken on the review of staff job descriptions and associated roles and responsibilities with proposed timeframes.

PC022 – 20/06/2023**Resolution to Revert to Public Session**

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

PC023 – 20/06/2023**Review of New Actions**

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

PC024 – 20/06/2023**Date and Time of Next Meeting**

The date of the next Personnel Committee meeting is scheduled to be held on Tuesday 19th September 2023 at 7pm at Beacon Hall.