



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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14th February 2024

To Councillors:

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

You are hereby summoned to attend a meeting of the Personnel Committee of Peasedown St John Parish Council at **Beacon Hall** on **Tuesday 20th February 2024 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 PC124).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014 (until item PC124). 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].

PC114 – 20/02/2024

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.

PC115 – 20/02/2024**Apologies for Absence**

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

PC116 – 20/02/2024**Minutes & Actions**

- i. To consider and approve the minutes of the Personnel Committee meeting held on 3rd August 2023.
- ii. To consider and approve the minutes of the Personnel Committee meeting held on 19th September 2023
- iii. To consider and approve the minutes of the Personnel Committee meeting held on 23rd October 2023.
- iv. To consider and approve the minutes of the Personnel Committee meeting held on 28th November 2023.
- v. To consider and approve the minutes of the Personnel Sub-Committee meeting held on 2nd January 2024.
- vi. To sign the above listed minutes.
- vii. To review updated copy of the actions register on Planner.

PC117 – 20/02/2024**Items for Urgent Report**

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

PC118 – 20/02/2024**Personnel Related Policies & Procedures**

To receive an update on any proposed amendments to policies that have been allocated to the Personnel Committee and make associated decisions for their adoption.

PC119 – 20/02/2024**Risk Register**

To review the updates to the sections of the Risk Register associated with the delegations for the Personnel Committee and make associated decisions.

PC120 – 20/02/2024**Councillor Surgeries**

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

PC121 – 20/02/2024**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.

PC122 – 20/02/2024**HR and H&S**

To receive an update and make any associated decisions on:

- i. the progress of actions identified following the Health & Safety Audit.
- ii. the annual contractual document review.
- iii. the forthcoming changes to employment related legislation.
- iv. Martyn's Law – requirements for Beacon Hall in preparedness and protection from a terrorist attack.
- v. Branded clothing and PPE.

PC123 – 20/02/2024**Software & Hardware**

To receive update on hardware requirements, including projector, and consider quotations for MS365 license renewals and make associated decisions.

PC124 – 20/02/2024**Clerk Liaison Panel**

To review the Terms of Reference of the Clerk Liaison Panel and to consider the future of it.

PC125 – 20/02/2024**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.

PC126 – 20/02/2024**Staff & Councillor Training**

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

PC127 – 20/02/2024**Payroll, Salaries and Pensions**

To receive a report and make any associated decisions to include an update on pensions and on the monthly payroll provision.

PC128 – 20/02/2024**Staff Absence, Leave and TOIL**

To receive update on staff absence, leave and time off in lieu, and make any necessary relating decisions.

PC129 – 20/02/2024**Review of Finances 2023/24**

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

PC130 – 20/02/2024**Outside Services**

To receive an update on the outside services workload and any contracted works.

PC131 – 20/02/2024**Office Staff**

Review of the proposed amended Clerk and Responsible Finance Officer (RFO) job descriptions.

To review the RFO job role proposals along with details on proposed vacancy and make associated decisions on how to proceed and for advertising of the position.

PC132 – 20/02/2024**Clerk's Report**

To receive a report from the Clerk on staffing matters, to include an update on the temporary additional hours for office staff and associated objectives.

PC133 – 20/02/2024**Resolution to Revert to Public Session**

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

PC134 – 20/02/2024**Date and Time of Next Meeting**

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