



## 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](mailto:clerk@peasedownstjohnparishcouncil.gov.uk)  
[www.peasedownstjohnparishcouncil.gov.uk](http://www.peasedownstjohnparishcouncil.gov.uk)

28th July 2023

### 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 **Thursday 3<sup>rd</sup> August 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 PC042).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014 (until item PC042). 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].

### PC037 – 03/08/2023

### 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.**

**PC038 – 03/08/2023****Apologies for Absence**

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

**PC039 – 03/08/2023****Minutes & Actions**

- i. To consider and approve the minutes of the Personnel Committee meeting held on 13<sup>th</sup> July 2023.
- ii. To sign the above listed minutes.
- iii. To review updated copy of the actions register on Planner.

**PC040 – 03/08/2023****Items for Urgent Report**

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

**PC041 – 03/08/2023****HR and H&S**

To receive a brief update on the recent Health & Safety Audit. To accept the revised and rebranded H&S Policy documents and make associated decisions, particularly on training requirements, to enable resolution of highlighted action items.

**PC042 – 03/08/2023****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.

**PC043 – 03/08/2023****Payroll, Salaries and Pensions**

To receive an update and make any associated decisions regarding:

- Avon Pension Fund year end.
- The transfer to monthly payroll and the transfer to a new payroll provider.

**PC044 – 03/08/2023****Review of Staff Job Descriptions & Salary Scales**

To receive a report from the Clerk on staff job descriptions and roles with assigned salary scales and current pay rates. To review the information against current market rates and make any associated decisions with a view to linking to any new job role for outside services (see item PC045 – 03/08/2023).

**PC045 – 03/08/2023****Outside Services**

To receive a report from the Clerk on the outside services job roles and duties.

To include a review of the proposed amended outside services job descriptions and pay rates with a comparison to other local councils/current market rates.

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

**PC046 – 03/08/2023****Resolution to Revert to Public Session**

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

**PC047 – 03/08/2023****Review of New Actions**

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

**PC048 – 03/08/2023****Date and Time of Next Meeting**

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