



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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29th May 2024

To Councillors:

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

You are hereby summoned to attend a meeting of the Staffing Committee of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 4th June 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 Staffing 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 SC011).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014 (until item SC011). 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].

SC001 – 04/06/2024

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.

SC002 – 04/06/2024**Apologies for Absence**

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

SC003 – 04/06/2024**Election of Vice-Chair**

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

SC004 – 04/06/2024**Minutes & Actions**

- i. To resolve to approve the minutes of the Personnel Committee meeting held on 20th February 2024.
- ii. To sign the above listed minutes.
- iii. To review updated copy of the actions register on Planner.

SC005 – 04/06/2024**Items for Urgent Report**

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

SC006 – 04/06/2024**Staffing Sub-Committee**

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

SC007 – 04/06/2024**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.

SC008 – 04/06/2024**Staffing Related Policies & Procedures**

To review the list of policies that have been allocated to the Staffing 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.

SC009 – 04/06/2024**Risk Register**

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

SC010 – 04/06/2024**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.

SC011 – 04/06/2024**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.

SC012 – 04/06/2024**Review of Finances 2024/25**

To consider expenditure report for the 2024/25 financial year for those budgets specifically linked to the Staffing Committee.

SC013 – 04/06/2024**Payroll, Salaries and Pensions**

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

SC014 – 04/06/2024

Staff Absence, Leave and TOIL

To receive update on staff absence, leave and time off in lieu, including an update on absence reporting, recording, and monitoring and make any necessary relating decisions.

SC015 – 04/06/2024

Staff Retention & Recruitment

To receive an update on the outside services workload and any contracted works.
To receive an update on the recruitment of a Responsible Finance Officer.

SC016 – 04/06/2024

Staff Appraisals & Objectives

To receive an update on staff appraisals and objectives.

SC017 – 04/06/2024

Staff Training & Development

To receive update on staff training and development, including suggested training plan and make any necessary relating decisions.

SC018 – 04/06/2024

Clerk's Report

To receive a report from the Clerk on staffing matters, to include an update on workload, reporting on updates of outstanding actions (Planner and Teams), on office efficiency improvements (e.g. Fresh desk) and CiLCA qualification.

SC019 – 04/06/2024

Resolution to Revert to Public Session

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

SC020 – 04/06/2024

Date and Time of Next Meeting

The date of the next Staffing Committee meeting is scheduled to be held on Tuesday 3rd September 2024 at 7pm at Beacon Hall.