



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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5th February 2014

To Councillors:

John Bailey; Calvin Bird; Jordan Ness; Jonathan Rich (Vice-Chair), David Walker; John Whittock (Chair)

You are hereby summoned to attend a meeting of the Policy & Personnel Committee of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 11th February 2014 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

AGENDA

Meeting of the Policy & 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 closed session).

****PLEASE REFRAIN FROM USING MOBILE TELEPHONES IN THE COUNCIL CHAMBER AND ENSURE THAT THEY ARE SET TO EITHER "SILENT" OR "OFF"*****

P&P065 – 11/02/2014 Apologies for Absence

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

P&P066 – 11/02/2014 Declarations of Interest

To receive any declarations of Members' Interests in any items 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.

P&P067 – 11/02/2014 Minutes

- i. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 22nd October 2013 (pre-reading appendix Ai).
- ii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 3rd December 2013 (pre-reading appendix Aii).
- iii. To review updated copy of the actions register (pre-reading appendix B).

P&P068 – 11/02/2014 Items for Urgent Report

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

P&P069 – 11/02/2014 Personnel Sub-Committee

To receive an update from the Chair of the Personnel Sub-Committee & Personnel Advisory Panel.

P&P070 – 11/02/2014 Pensions

To receive an update from the Clerk regarding administration of Employee Pensions to include decisions on some statutory documentation and Employer Discretionary Policies (pre-reading appendix C).

P&P071 – 11/02/2014 Sickness Policy

To review the draft staff Sickness Policy if recommended for adoption by the Personnel Sub-Committee (pre-reading appendix D).

P&P072 – 11/02/2014 Expenses Policy

To review the draft staff Expenses Policy if recommended for adoption by the Personnel Sub-Committee (pre-reading appendix E).

P&P073 – 11/02/2014 Health & Safety

To receive update on Health & Safety audit and to review any proposed amendments to the Health & Safety policy relating to Display Screen Equipment and Protective Clothing if recommended by the Personnel Sub-Committee (pre-reading appendix F).

P&P074 – 11/02/2014 Communications Update

To receive update from the Clerk regarding the following areas of communication:

- i. Newsletter (to include discussion and decision on proposed changes to processes incorporating the setting of dates for issue (pre-reading appendix G)).
- ii. Press releases
- iii. Websites (Parish Council and Beacon Hall)
- iv. Social media (Beacon Hall Facebook page)
- v. Email
- vi. Councillor surgeries
- vii. Other

P&P075 – 11/02/2014 New Resident Welcome Pack

To finalise content of draft proposed new resident welcome pack and suggested distribution process and budgets (pre-reading appendix H).

P&P076 – 11/02/2014 Governance Planning Cycle

To receive update on actions linked to the annual governance planning cycle and to ensure progress is running to plan or suitably accounted for. To also consider proposed amendments and additions (pre-reading appendix I).

P&P077 – 11/02/2014 Councillor & Staff Training

To receive update from the Clerk on Councillor and staff training and make associated decisions as required.

P&P078 – 11/02/2014 Standing Orders Advisory Panel Update

To review the updated proposed Standing Orders and receive update from the Advisory Panel tasked with their review (pre-reading appendix J).

P&P079 – 11/02/2014 Date and Time of Next Meeting & Future Agenda Items

The date of the next Policy & Personnel Committee meeting is scheduled to be held on Tuesday 25th March 2014 at 7.00pm at the Beacon Hall. Items to be considered for inclusion on this agenda to be submitted to the Clerk prior to 14th March 2014.