



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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1st June 2016

To Councillors:

Rod Bridges; Tom Clifford; Simon Kidd; Lesley Mansell; Jordan Ness; Jonathan Rich (Chair); Kathy Thomas; Karen Walker

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 7th June 2016 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 ENSURE THAT MOBILE TELEPHONES ARE SET TO 'SILENT' MODE IN THE COUNCIL CHAMBER****

Please be aware that Parish Council meetings may be recorded, subject to the Openness of Local Government Bodies Regulations 2014. 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.

P&P001 – 07/06/2016 Election of Vice-Chair

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

P&P002 – 07/06/2016 Apologies for Absence

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

P&P003 – 07/06/2016 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&P004 – 07/06/2016 Minutes

- i. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 3rd December 2013 (pre-reading appendix Ai).
- ii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 25th March 2014 (pre-reading appendix Aii).
- iii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 7th April 2015 (pre-reading appendix Aiii).
- iv. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 29th October 2015 (pre-reading appendix Aiv).
- v. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 2nd February 2016 (pre-reading appendix Av).
- vi. To review updated copy of the actions register (pre-reading appendix B).

P&P005 – 07/06/2016 Items for Urgent Report

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

P&P006 – 07/06/2016 Personnel Sub-Committee

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

P&P007 – 07/06/2016 Policy & Personnel 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 (pre-reading appendix C).

P&P008 – 07/06/2016 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 (pre-reading appendix D).

P&P009 – 07/06/2016 Risk Register & Governance Document

To consider tasking the Advisory Panel with reviewing the existing Risk Register and Governance Document; linking it with the Parish Council's policies and procedures, with a view to identifying any new policies required (pre-reading appendix E).

P&P010 – 07/06/2016 Officer/Councillor Protocol Document

To consider proposed draft protocol document for Officer/Councillor relations (pre-reading appendix F).

P&P011 – 07/06/2016 Communications Update

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

- i. Newsletter – to review draft summer publication and to consider request to amend the title and to determine a strategy for delivery (pre-reading appendix G).
- ii. Press releases.
- iii. Websites (Parish Council and Beacon Hall) – updating of website with current provider.
- iv. Social media (Parish Council and Beacon Hall Facebook page).
- v. Email.
- vi. Councillor surgeries.
- vii. Welcome pack.
- viii. Other.

P&P012 – 07/06/2016 ICT Improvements

To consider proposals and recommendations from the Personnel Advisory Panel regarding efficiency savings and risk reduction through improvements to Information and Communications Technology in the Parish Office (pre-reading appendix H).

P&P013 – 07/06/2016 Review of Finances 2016/17

To consider report on financial spend against budget for the 2016/17 financial year for those budgets specifically linked to the Policy & Personnel Committee (pre-reading appendix I).

P&P014 – 07/06/2016 Councillor & Staff Training

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

P&P015 – 07/06/2016 Resolution Relating to Confidential Nature

To pass a resolution that in accordance with Standing Order 3d, 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.

P&P016 – 07/06/2016 Staff Matters

Discussion of staffing matters with particular reference to resource and workload planning also salary reviews.

P&P017 – 07/06/2016 Hygiene Operative and Outside Services

To receive update from the Clerk and make any associated resultant decisions on the engagement of additional labour resource in order to cover additional outside services tasks (pre-reading appendix J).

P&P018 – 07/06/2016 Resolution to Revert to Public Session

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

P&P019 – 07/06/2016 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 27th September 2016 at 7pm at the Beacon Hall.