



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
www.peasedownstjohnparishcouncil.gov.uk

21st September 2016

To Councillors:

Rod Bridges; Tom Clifford; Simon Kidd (Vice-Chair); 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 27th September 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&P020 – 27/09/2016 Apologies for Absence

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

P&P021 – 27/09/2016 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&P022 – 27/09/2016 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 June 2016 (pre-reading appendix Aiii).
- iv. To review updated copy of the actions register (pre-reading appendix B).

P&P023 – 27/09/2016 Items for Urgent Report

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

P&P024 – 27/09/2016 Risk Register & Governance Document

To determine a date for an Advisory Panel meeting in order to proceed with amendments and upgrading of the Risk Register and Governance Document (pre-reading appendix C).

P&P025 – 27/09/2016 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&P026 – 27/09/2016 Officer/Councillor Protocol Document

To consider revised draft protocol document for Officer/Councillor relations with a view to making recommendations to Full Council regarding its adoption (pre-reading appendix E).

P&P027 – 27/09/2016 Classification of Confidential Items

To review Standing Orders and the Good Councillors Guide to establish exactly which items can be shared with the public and which items should remain confidential (pre-reading appendix F).

P&P028 – 27/09/2016 Bereavement Policy

To review the Bereavement Policy and make any associated resultant decisions and/or recommendations (pre-reading appendix F).

P&P029 – 27/09/2016 Communications Update

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

- i. Newsletter – to review draft winter publication and delivery (pre-reading appendix G).
- ii. Press releases.
- iii. Websites (Parish Council and Beacon Hall) – updating of website with current provider (new design to be reviewed at the meeting).
- iv. Social media (Parish Council and Beacon Hall Facebook page).
- v. Email.
- vi. Councillor surgeries.
- vii. Welcome pack.
- viii. Other.

P&P030 – 27/09/2016 ICT Improvements

To receive update regarding the implementation of the previously agreed Information and Communications Technology improvements (pre-reading appendix H).

P&P031 – 27/09/2016 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&P032 – 27/09/2016 Councillor & Staff Training

To receive update on Councillor and staff training and make associated decisions including that on a specifically tailored Councillor training session (pre-reading appendix J).

P&P033 – 27/09/2016 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&P034 – 27/09/2016 Staff Matters

- i. Review of combined actions register and linking to prioritisation and workload planning (pre-reading appendix K).
- ii. Update on staff appraisals.
- iii. Consideration of proposal relating to staff time at meetings (pre-reading appendix L).
- iv. Salary reviews (pre-reading appendix M).
- v. Clarification on time off in lieu and flexi-time definitions and how they relate to staff contracts (pre-reading appendix N).

P&P035 – 27/09/2016 Councillor Expenses Policy

To receive update and make any associated resultant decisions/recommendations on the proposed Councillor Expenses Policy (pre-reading appendix O).

P&P036 – 27/09/2016 Assistant Caretaker

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

P&P037 – 27/09/2016 Resolution to Revert to Public Session

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

P&P038 – 27/09/2016 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 31st January 2017 at 7pm at the Beacon Hall.