



## PEASEDOWN ST JOHN PARISH COUNCIL

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3<sup>rd</sup> June 2020

### To Councillors:

Barbara Bailey; Simon Kidd (Chair); Ray Love; Conor Ogilvie-Davidson (Vice-Chair); Claire Parfitt; Jonathan Rich; Les Sprake; Kathy Thomas

You are hereby summoned to attend a remote meeting of the Personnel Committee of Peasedown St John Parish Council via MS Teams on **Tuesday 9<sup>th</sup> June 2020 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West  
Parish Clerk

## 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 closed session).

For members of the public wishing to observe the meeting or to raise a question/speak during the public session, you may join the meeting online by clicking [here](#). Please note, you will be prompted to download the MS Teams application and you will be temporarily held in a virtual 'lobby' before accessing the meeting. You will, however, be unable to observe the meeting once in confidential session (see item PC088).

**\*\*PLEASE ENSURE THAT YOU MUTE YOUR MICROPHONE WHEN NOT SPEAKING\*\***

**Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014.**

### PC081 – 09/06/2020

### 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.

**PC082 – 09/06/2020****Apologies for Absence**

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

**PC083 – 09/06/2020****Minutes & Actions**

- i. To consider and approve the minutes of the Personnel Committee meeting held on 25<sup>th</sup> February 2020. These minutes will be accepted as read, in accordance with Standing Order 12a.
- ii. To sign the minutes of the Personnel Committee meeting held on 25<sup>th</sup> February 2020.
- iii. To review updated copy of the actions register on Planner.

**PC084 – 09/06/2020****Items for Urgent Report**

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

**PC085 – 09/06/2020****Personnel Related Policies & Procedures**

To note the list of policies that have been allocated to the Personnel Committee as detailed on the Strategic Documentation Register and make plans for the review of any policy that has not been reviewed within the last council year. Also, so consider any new policies that should be added to reassigned to the Personnel Committee.

**PC086 – 09/06/2020****New Councillor Induction Training**

To review the Protocol for New Councillor Induction document in order to identify areas for which training videos need to be created as part of the Digital Transformation Strategy Advisory Panel training plan.

**PC087 – 09/06/2020****Facebook Page and Proposed Changes**

To receive a progress update on the report to be presented to Full Council on the proposed changes to the way Facebook is used by the Parish Council following the discussions held at the last meeting of the Digital Transformation Strategy Advisory Panel.

To consider these changes in relation to the implications on staff.

**PC088 – 09/06/2020****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.

**Please note that members of the public and those councillors in attendance who do not serve on the Personnel Committee will be asked to leave the meeting at this point.**

**PC089 – 09/06/2020****Working under Coronavirus Regulations**

To receive a report from the staff on their thoughts and feedback regarding the changes to working practices under Coronavirus regulations. To consider any suggestions and recommendations they have for further changes.

**PC090 – 09/06/2020****General Data Protection Regulation**

To receive a report on the progress of working towards full compliance with GDPR to include a schedule plan for the future.

**PC091 – 09/06/2020****Staff & Councillor Training**

To receive update on staff and councillor training and make any necessary relating decisions.

**PC092 – 09/06/2020****Staff Absence, Leave and TOIL**

To receive update on staff absence, leave and time off in lieu, and make any necessary relating decisions.

**PC093 – 09/06/2020****Staff Appraisals**

To receive a report on the staff appraisals in accordance with the Staff Appraisal Policy & Document. To include an update on the Clerk's objectives.

**PC094 – 09/06/2020****Payroll, Salaries and Pensions**

To receive a report and make any associated decisions regarding staff pensions, the transfer to monthly payroll and an update on the national salary rates for 2020.

**PC095 – 09/06/2020****Review of Finances 2019/20 & 2020/21**

To consider expenditure reports for the 2019/20 financial year and that of the 2020/21 financial year for those budgets specifically linked to the Personnel Committee.

**PC096 – 09/06/2020****Update - Clerk Liaison Panel**

- i. To receive update on current workload and prioritisation for the weeks ahead.
- ii. To review progress (via MS Planner) on the Order of Known Business document and the Annual Governance Cycle.
- iii. To receive an update on Business Continuity Plan.

**PC097 – 09/06/2020****Update - Staffing Matters**

Opportunity to privately discuss staffing matters, if required.

**PC098 – 09/06/2020****Resolution to Revert to Public Session**

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

**PC099 – 09/06/2020****Review of New Actions**

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

**PC100 – 09/06/2020****Date and Time of Next Meeting**

The date of the next Personnel Committee meeting is scheduled to be held on Tuesday 22<sup>nd</sup> September 2020 at 7.00pm.