



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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16th September 2020

To Councillors:

Barbara Bailey; Simon Kidd (Chair); Ray Love; Conor Ogilvie-Davidson (Vice-Chair); 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 22nd September 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 or via the telephone. You will, however, be unable to observe the meeting once in confidential session (see item PC108).

[Learn how to join a meeting via a computer or mobile device](#)

To join our meeting on your computer or mobile device the hyperlink and details can be found on the home page of the Parish Council website.

Or dial into our meeting using a telephone

- Phone: +44 20 3855 5887
- Meeting Conference ID: 622 753 151#

We kindly ask that you please join the meeting 10-15 minutes early so then we can resolve any access issues before the meeting starts [please telephone 07583 091284 if you have problems accessing the meeting].

PC111 – 22/09/2020**Staff & Councillor Training**

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

PC112 – 22/09/2020**Staff Absence, Leave and TOIL and Staff Contracts**

To receive update on staff absence, leave and time off in lieu, and make any necessary relating decisions, including possible changes to current staffing contracts.

PC113 – 22/09/2020**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.

PC114 – 22/09/2020**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.

PC115 – 22/09/2020**Review of Finances 2020/21**

To consider expenditure reports for the 2020/21 financial year for those budgets specifically linked to the Personnel Committee.

PC116 – 22/09/2020**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
- iv. To receive update on recent complaints received.

PC117 – 22/09/2020**Update - Staffing Matters**

Opportunity to privately discuss staffing matters, if required.

PC118 – 22/09/2020**Resolution to Revert to Public Session**

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

PC119 – 22/09/2020**Review of New Actions**

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

PC120 – 22/09/2020**Date and Time of Next Meeting**

The date of the next Personnel Committee meeting is scheduled to be held on Tuesday 24th November 2020 at 7.00pm.