



## PEASEDOWN ST JOHN PARISH COUNCIL

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**18<sup>th</sup> November 2020**

### To Councillors:

Barbara Bailey; Simon Kidd (Chair); Ray Love; Conor Ogilvie-Davidson (Vice-Chair); Les Sprake

You are hereby summoned to attend a remote meeting of the Personnel Committee of Peasedown St John Parish Council via MS Teams on **Tuesday 24<sup>th</sup> November 2020 at 7.00pm** for the purpose of transacting the business detailed below.

### CC Councillors:

Jonathan Rich; Kathy Thomas as ex-officio members of the Committee – Please advise, by return, if you will be attending this meeting.

Tanya West  
Parish Clerk

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## 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).

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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 PC128).

### 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: 692 237 708#

We kindly ask that you please join the meeting 10 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].

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Councillors are reminded that if they wish to speak this must be done through the Chair and by using the 'Raise your Hand' function.

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

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

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**PC121 – 24/11/2020**

**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.

**PC122 – 24/11/2020**

**Apologies for Absence**

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

**PC123 – 24/11/2020**

**Minutes & Actions**

- i. To consider and approve the minutes of the Personnel Committee meeting held on 9<sup>th</sup> June 2020.
- ii. To sign the minutes of the Personnel Committee meeting held on 9<sup>th</sup> June 2020.
- iii. To consider and approve the minutes of the Personnel Committee meeting held on 22<sup>nd</sup> September 2020.
- iv. To sign the minutes of the Personnel Committee meeting held on 22<sup>nd</sup> September 2020.
- v. To review updated copy of the actions register on Planner.

**PC124 – 24/11/2020**

**Items for Urgent Report**

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

**PC125 – 24/11/2020**

**HR and H&S**

To receive update regarding HR and H&S following the appointment of Ellis Whittam. To include update on review of policy documents and to make any associated decisions.

**PC126 – 24/11/2020**

**New Councillors Induction**

To receive an update and review the New Councillor Induction documents and make any associated decisions.

**PC127 – 24/11/2020**

**Facebook Page Changes**

To receive a report on the changes to the way Facebook is used by the Parish Council and to review the effectiveness of the recent trial with some councillors having access to the page and make decisions on how to take this forward.

**PC128 – 24/11/2020**

**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.**

**PC129 – 24/11/2020**

**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.

**PC130 – 24/11/2020**

**Staff & Councillor Training**

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

**PC131 – 24/11/2020**

**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.

**PC132 – 24/11/2020**

**Staff Appraisals**

To receive an update on the staff appraisals in accordance with the Staff Appraisal Policy & Document.

**PC133 – 24/11/2020**

**Payroll, Salaries and Pensions**

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

**PC134 – 24/11/2020**

**Review of Finances 2020/21 & Future Budgets**

To consider expenditure reports for the 2020/21 financial year for those budgets specifically linked to the Personnel Committee. To consider any additional budget requirements for the 2021/22 financial year.

**PC135 – 24/11/2020**

**Working under Coronavirus Regulations & Festive Period**

To receive an update on working practices under Coronavirus regulations. To consider any suggestions and determine any recommended changes.

To consider working hours and staff cover during the forthcoming Christmas/New Year period.

**PC136 – 24/11/2020**

**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.

**PC137 – 24/11/2020**

**Update - Staffing Matters**

Opportunity to privately discuss staffing matters, if required.

**PC138 – 24/11/2020**

**Resolution to Revert to Public Session**

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

**PC139 – 24/11/2020**

**Review of New Actions**

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

**PC140 – 24/11/2020**

**Date and Time of Next Meeting**

The date of the next Personnel Committee meeting is scheduled to be held on Tuesday 23<sup>rd</sup> February 2021 at 7.00pm.