



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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28th April 2021

To Councillors:

Barbara Bailey; Simon Kidd (Chair); Andrew Fraser; 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 **Wednesday 5th May 2021 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

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 PC165).

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: 677 988 513#

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].

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.

PC161 – 05/05/2021

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.

PC162 – 05/05/2021

Apologies for Absence

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

PC163 – 05/05/2021

Minutes & Actions

- i. To consider and approve the minutes of the Personnel Committee meeting held on 24th November 2020.
- ii. To sign the minutes of the Personnel Committee meeting held on 24th November 2020.
- iii. To consider and approve the minutes of the Personnel Committee meeting held on 23rd February 2021.
- iv. To sign the minutes of the Personnel Committee meeting held on 23rd February 2021.
- v. To review updated copy of the actions register on Planner.

PC164 – 05/05/2021

Items for Urgent Report

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

PC165 – 05/05/2021

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.

PC166 – 05/05/2021

Staff Contracts and External Contractors

To receive update on recent changes to staffing contracts. To also receive an update on how these changes impact on the workload and duties of the Caretaking staff including those activities to be covered by external contractors and any associated implications/regulations that must be adhered to. To make any necessary relating decisions.

PC167 – 05/05/2021

Payroll, Salaries and Pensions

To receive a report and make any associated decisions regarding the impact of changes to staffing contracts on payroll, salaries, and pensions. To also receive an update on the transfer to monthly payroll.

PC168 – 05/05/2021

Budgets for 2021/22

To make recommendations to Full Council for amendments to the budgets specifically linked to the Personnel Committee in accordance with recent changes to staffing contracts.

PC169 – 05/05/2021

Update - Clerk Liaison Panel

To receive update on current workload and prioritisation for the weeks ahead.

PC170 – 05/05/2021 **Update - Staffing Matters**

Opportunity to privately discuss staffing matters, if required.

PC171 – 05/05/2021 **Resolution to Revert to Public Session**

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

PC172 – 05/05/2021 **Review of New Actions**

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

PC173 – 05/05/2021 **Date and Time of Next Meeting**

The date of the next Personnel Committee meeting is to be determined.