



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Personnel Committee Meeting held on Tuesday 20th June 2023 at 7.00pm Held at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Jo Davis; Howard Hartley; Simon Kidd (Chair); Conor Ogilvie-Davidson (Vice-Chair); Kathy Thomas.

Cllr. Jonathan Rich was also present at the meeting, in his capacity as Chair of Full Council. As the Committee was quorate, he did not utilise his voting rights.

In attendance:

Tanya West – Parish Clerk & RFO

Public Session: No members of the public were present.

Minute Ref.	Agenda Item	Action
PC001 – 20/06/2023	Attendance Roll Call and Declarations of Interest The attendance roll call was undertaken (those present are detailed above). No additional interests, to those already disclosed to the Monitoring Officer, were declared.	
PC002 – 20/06/2023	Apologies for Absence Apologies for absence had been received from Cllr Andy Larcombe due to being away on holiday. This apology was duly noted.	
PC003 – 20/06/2023	Election of Vice-Chair One nomination for the position of Vice-Chair had been received and so it was resolved to elect Cllr Conor Ogilvie-Davidson as the Vice-Chair.	
PC004 – 20/06/2023	Minutes & Actions Copies of the minutes of Personnel Committee meetings held on 21 st February 2023 and 6 th April 2023 had been circulated as pre-reading to provide new councillors with some background to ongoing matters. It was noted that these minutes had already been approved and were supplied for information only. The Actions Register on Planner required updating. It was resolved that the Clerk review and fully update the Personnel Committee Planner Board by the end of July 2023 with review and assistance from the Clerk Liaison Panel members.	Clerk & CLP
PC005 – 20/06/2023	Items for Urgent Report The Clerk informed that she had received an email about the tone and content of some inter Parish Council communications. Concerns had been raised that periodically communications can be used to accuse, harass and bully people. Also that a lack of following the Nolan principles is standing in the way of positive work being done and even deterring people from being involved in the Parish Council. It was discussed as to how best address this issue and it was agreed that councillors should be reminded that the Council has signed up to the Civility and Respect Pledge and both councillors and staff are expected to adhere to it. It was suggested that following this reminder, councillors who do not abide by the pledge are reported to Council and minuted as such. It was further noted that if councillors have a problem with the staff, then the standard course of action is to take it to the Personnel Committee. Likewise if the staff have an issue with councillors, this too should be reported to the Personnel	Clerk & All Cllrs

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	Committee in order for it to be addressed appropriately.	
PC006 – 20/06/2023	<p>Personnel Sub-Committee</p> <p>It was resolved to appoint a Personnel Sub-Committee to work in line with the agreed Terms of Reference and Delegations (which consists of all members of the Personnel Committee and ex-officio members of the Chair and Vice-Chair of Full Council).</p>	
PC007 – 20/06/2023	<p>Advisory Panel</p> <p>It was resolved to appoint a Personnel Committee Advisory Panel to investigate specific projects/matters and make recommendations in accordance with the agreed Terms of Reference.</p>	
PC008 – 20/06/2023	<p>Personnel Related Policies & Procedures</p> <p><u>Employee Handbook</u></p> <p>It was noted that many of the policies detailed on the Strategic Documentation Register and allocated to the Personnel Committee have been incorporated into the new Employee Handbook.</p> <p>The Clerk to arrange, by the end of the week, for all members of staff to sign a document to acknowledge they have received a copy of the Employee Handbook and to hold on their personnel files.</p> <p>It was suggested that a similar exercise could be undertaken with those polices that relate to councillors and to produce a Councillor Handbook.</p> <p><u>Other Policies</u></p> <p>The policies that have not been incorporated into the new Employee Handbook require reviewing during the year, to be actioned at an Advisory Panel meeting.</p> <p>The Clerk to upload all the policies for review, in a folder in the Personnel Committee channel on Teams, by 1st August 2023. Prior to uploading, the Clerk to review each of the policies and highlight any aspects that are known to require amendment or are under query.</p> <p>An Advisory Panel meeting to be booked in before the end of August or at least before the September Personnel Committee meeting, so at least some of the amended policies can be adopted.</p> <p><u>Protocol for New Councillor Induction document</u></p> <p>A survey had been issued to councillors requesting their feedback on the Protocol for New Councillor Induction document and the Welcome and Training Session held on 16th May 2023.</p> <p>It was noted that the majority of responses had been positive and the suggestion of a follow-up meeting in August was generally well received. Cllr Kathy Thomas suggested the following topics for this meeting:</p> <ul style="list-style-type: none"> ➤ Review of what new councillors struggled with and how this can be improved. ➤ A summary of the budget setting and precept process (amended version). ➤ Explanation on the difference between a motion and a resolution. ➤ Summary on the process for councillors taking ideas and projects forward for Council approval. ➤ Reminder of how to find the pre-reading. <p>It was resolved to hold a follow-up meeting to the Welcome and Training Session held on 16th May 2023 and to delegate to the Clerk to arrange this for August 2023. If this follow-up meeting is found to be successful, it will need to be incorporated into the induction document process.</p> <p>Prior to the follow-up meeting, it was raised that the process for taking a project forward may need reviewing. It was discussed and the following process considered to be a sensible approach:</p> <ol style="list-style-type: none"> 1. Councillor/s pitch an outline of their idea to Council for initial approval. 2. Once the idea is agreed in principle, that councillor/s to investigate and put 	<p>Clerk</p> <p>Clerk & SK</p> <p>Clerk</p> <p>Clerk & All Cllrs</p> <p>Clerk & KT</p>

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	<p>together a full report with costings for Council to consider.</p> <p>3. Budget can then be allocated if the project is to be taken forward. This may be allocated in the current financial year or included as part of the budget/precept planning for future years.</p> <p>Cllr Simon Kidd volunteered to draft a policy based on the above, which will be shared with the Committee members for comment prior to approval by Council.</p> <p>Those projects that are currently pending on the 'future projects' list, can then either be taken forward by a councillor that wishes to do so, or they should be scrapped.</p>	<p>SK & All Cllrs</p> <p>Clerk</p>
<p>PC009 – 20/06/2023</p>	<p>Risk Register</p> <p>Councillors acknowledged the sections of the Risk Register associated with the delegations of the Personnel Committee and considered plans for the review of this document and associated risk assessments throughout the forthcoming council year.</p> <p>It was suggested that the sections of the Risk Register should be reviewed at Advisory Panel meetings throughout the year, to ensure that this target is met.</p> <p>Cllr Howard Hartley advised he had various training in fire, health and safety etc. and can assist the Clerk with this report.</p>	<p>Clerk & HH</p>
<p>PC010 – 20/06/2023</p>	<p>HR and H&S</p> <p>The Clerk is preparing for the H&S Audit due to take place on 21st July 2023 with relevant certificates, paperwork, training etc. being collated. Cllr Howard Hartley advised he could assist with this and would be willing to attend on the day if required. The Clerk to liaise accordingly.</p>	<p>Clerk & HH</p>
<p>PC011 – 20/06/2023</p>	<p>Councillor Surgeries</p> <p>Monthly Parish Councillor Surgeries were discussed. Following the decision to mix up the dates, times and locations, the Clerk had issued a form to councillors to check their availability to host a surgery in July.</p> <p>The format was discussed, and it was agreed that the surgeries should revert to how they were prior to the Covid pandemic and allow for people to drop-in without having to book an appointment. They should be for a maximum of two hours and there should be at least two councillors in attendance.</p> <p>The surgeries to be advertised on notice boards and on banners that are located more within the village rather than just at village entrances. The Clerk to arrange with councillors accordingly.</p>	<p>Clerk & Cllrs.</p>
<p>PC012 – 20/06/2023</p>	<p>Parish Council Newsletter & Other Marketing</p> <p>It was reported that the Summer 2023 Parish Council newsletter is currently with the printers and will be delivered during the first two weeks of July 2023. Councillors were encouraged to submit items for future editions. The following items were suggested:</p> <ul style="list-style-type: none"> ➤ Persimmon land transfer is nearing completion, so perhaps a large article could be included within the next issue with a map of the land being transferred on the centre pages. ➤ Community Grant awards for 2023, subject to their agreement at the June Full Council meeting. ➤ Article requesting volunteers to assist in maintenance of council spaces and environmental matters working with items planned by Cllr Howard Hartley. <p>Cllr Jo Davis reported that her profile and some of the new councillor photographs were missing from the website. The Clerk to resolve as soon as possible.</p>	<p>DP</p> <p>Clerk</p>
<p>PC013 – 20/06/2023</p>	<p>Resolution Relating to Confidential Nature</p> <p>In accordance with Standing Order 3c and in view of the confidential nature of the business to be transacted, it was resolved that the press and public be temporarily excluded from the meeting.</p>	
<p>PC014 – 20/06/2023</p>	<p>Staff & Councillor Training</p> <p>Councillors reviewed the updated tabulated training matrix, which detailed any training sessions undertaken by both councillors and staff.</p> <p>It was noted that it was good to see the staff have recently undertaken training and</p>	

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	<p>have more sessions booked for later in the year.</p> <p>Several councillors, particularly the new ones, have also signed up to various ALCA run training sessions.</p> <p>The Clerk was requested to ensure that the new councillors have access to WorkNest and that all councillors are reminded of their WorkNest logins.</p>	Clerk
<p>PC015 – 20/06/2023</p>	<p>Review of Finances 2023/24</p> <p>A report on expenditure for the 2023/24 financial year for those budgets specifically linked to the Personnel Committee was reviewed at the meeting. The following comments were raised:</p> <ul style="list-style-type: none"> ➤ It was agreed that pending Councillor expense claims can be actioned by bank transfer. The Clerk to arrange accordingly so long as the authorising councillors are not the one receiving the payment. 	Clerk
<p>PC016 – 20/06/2023</p>	<p>Payroll, Salaries and Pensions</p> <p>Councillors were advised about the proposed national salary increase for the 2023/24 financial year. This has not yet been accepted but is currently with the Unions for consideration. If accepted, it will be back dated to 1st April 2023. This increase is nationwide and the NJC rates apply to all staff contracts. The Clerk reported there is sufficient budget allocated to the staff salaries to incorporate the proposed increase.</p> <p>The Clerk was still attempting to arrange a meeting with B&NES Council's payroll department but had not been given a date. It was therefore suggested that exploring options for other payroll providers should be commenced sooner than September as was agreed at the last Finance & Amenities Committee meeting. It was noted the Avon Pension Fund deficit of £14,950 for the years 2023/24 to 2025/26 inclusive had been paid.</p>	Clerk
<p>PC017 – 20/06/2023</p>	<p>Staff Absence, Leave and TOIL</p> <p>It was reported that one of the Office Administrators had taken a significant proportion of their annual leave in the last two months which had resulted in an impact on office workload having to cover. However, it was also noted that this would help to resolve any issues with large amounts of annual leave remaining at the end of the holiday year.</p> <p>Cllr Jo Davis volunteered to assist with the opening and closing of the cemetery whilst the Caretaker is on annual leave.</p>	JD & Clerk
<p>PC018 – 20/06/2023</p>	<p>Staff Appraisals</p> <p>The appraisals for all staff are now complete. The Clerk to ensure all the documents are signed by the end of the week. Training requirements and opportunities were identified as part of this process and will be undertaken accordingly.</p>	Clerk
<p>PC019 – 20/06/2023</p>	<p>Outside Services</p> <p>Councillors received a report from the Clerk on the outside services job roles and duties. The report was in spreadsheet format listing all tasks, associated timings and identifying the months they needed to be completed. This provided an overall snapshot of what hours are required each month vs. what resource is currently available. This was reviewed, along with tasks that are currently outsourced to contractors.</p> <p>The general feeling was that it would be more beneficial to recruit another member of staff as opposed to contracting out more of the tasks, but a mixture of the two may still be required, likely along with the help of a team of volunteers to assist with weeding etc.</p> <p>The Clerk was instructed to start a formal consultation with the Caretakers and report back to the Committee so further review and subsequent decisions can be made.</p> <p>It was agreed to hold a Personnel Committee meeting on Thursday 13th July 2023 at the Recreation Ground Changing Rooms with the aim of reviewing the staff job descriptions and hours etc. in order to make informed decisions.</p>	Clerk Clerk & PC Comt.
<p>PC020 – 20/06/2023</p>	<p>Clerk Report & Working Improvements</p> <p>Councillors received a report regarding changes to working processes and activities</p>	

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	<p>to improve efficiency and communications. The Clerk and Cllr Kathy Thomas had been undertaking testing in preparation for the roll out of Freshdesk. It was noted that the automatic response email generated by Freshdesk needs customising and that it was not considered appropriate for residents to have to download Freshdesk onto their devices in order to interrogate their ticket/job status. This was discussed and it was agreed that this functionality would not be required, as every time the ticket is updated, the person who submitted the original enquiry would receive an email advising them what action has been taken.</p> <p>The Clerk to continue to work with Cllr Kathy Thomas on the testing and Cllr Jonathan Rich on the reports to complete the roll out of this communication logging system as soon as possible.</p>	Clerk & KT & JR
PC021 – 20/06/2023	<p>Roles and Responsibilities</p> <p>The Clerk informed she was working with the Office Staff on reviewing the job descriptions with the aim of redistributing some of the duties. There was some confusion about the task in hand, the Clerk confirmed she would check on the notes from discussions held with her union representative.</p>	Clerk
PC022 – 20/06/2023	<p>Resolution to Revert to Public Session</p> <p>It was resolved to put the meeting back into public session.</p>	
PC023 – 20/06/2023	<p>Review of New Actions</p> <p>The Clerk provided a verbal summary of the new actions generated from the meeting which would be added to the Actions Register in Planner in due course.</p>	Clerk
PC024 – 20/06/2023	<p>Date and Time of Next Meeting</p> <p>The date of the next Personnel Committee meeting is scheduled to be held on Tuesday 19th September 2023 at 7pm at Beacon Hall.</p>	

The meeting closed at 9.27pm.

Signed..... Date.....