



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Personnel Committee Meeting held on Tuesday 20th February 2024 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Howard Hartley; Simon Kidd (Chair); Andy Larcombe; 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
PC114 – 20/02/2024	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.	
PC115 – 20/02/2024	Apologies for Absence Apologies for absence had been received from Cllr Jo Davis due to attending an event. This apology was duly noted.	
PC116 – 20/02/2024	Minutes & Actions i. The minutes of the Personnel Committee meeting held on 3 rd August 2023 had been circulated in advance of the meeting; it was resolved that to the best of councillors' recollection they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly. ii. The minutes of the Personnel Committee meeting held on 19 th September 2023 had been circulated in advance of the meeting; it was resolved that to the best of councillors' recollection they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly. iii. The minutes of the Personnel Committee meeting held on 23 rd October 2023 had not yet been published, Cllr Kidd was yet to type these minutes as the Clerk was not present at the meeting. Their approval was deferred until the next meeting. iv. The minutes of the Personnel Committee meeting held on 28 th November 2023 had been circulated in advance of the meeting; it was resolved that to the best of councillors' recollection they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly. v. The minutes of the Personnel Sub-Committee meeting held on 2 nd January 2024 had been circulated in advance of the meeting; it was resolved that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly. vi. The Clerk advised that all of the actions from the above listed minutes that have not been actioned for full completed will be added to the Actions Register and completed accordingly.	SK Clerk
PC117 – 20/02/2024	Items for Urgent Report There were no items for urgent report.	

Minute Ref.	Agenda Item	Action
	In accordance with Standing Order 10.a.vi, it was resolved to amend the order of the agenda to bring forward items 'PC125 – 20/02/2024 to PC133 – 20/02/2024 inclusive to discuss all those items under confidential session first as it was considered it is more important to focus on them first.	
PC125 – 20/02/2024	Resolution Relating to Confidential Nature 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.	
PC126 – 20/02/2024	Staff & Councillor Training Pre-reading provided a copy of the training matrix detailing all training already undertaken or scheduled to be completed by both staff and councillors. This was reviewed and it was noted that Cllr Andy Larcombe had attended a Chairman Skills course which was not on the circulated list and Cllr Conor Ogilvie-Davidson had completed ILCA – the Clerk would add these to the list. It was queried as to who decides what training is undertaken. It was noted that this has previously been the Clerk’s responsibility so long as there is available budget. Changes to the process were discussed and it was initially suggested that the Clerk should put together a training plan which could then be approved by the Chair of Personnel. Staff and councillor training should be separated out so that it could then link into the proposed new committee structure. Training would be in different categories - mandatory training (such as health & safety training which needs to be done at fixed intervals), training that is required for particular work (such as Chapter 8 or RPII), training that helps to improve staff skills including technical skills (such as Excel and Canva). Whilst there needs to be a training strategy that fits with what the Parish Council is trying to achieve, there is also an obligation to develop the staff, and they should be asked what they would like to do. Following discussion, it was resolved that a working group should be established – open to all members of the Personnel Committee – which would work with the Clerk to put together a list of skills and areas for development, which could also be linked to the appraisal process. Meetings could be actioned online via Teams.	Clerk Clerk & Cllrs.
PC127 – 20/02/2024	Payroll, Salaries and Pensions Monthly payroll with the new provider continued to be processed successfully and the Standing Order agreed at the last meeting had now been set up.	
PC128 – 20/02/2024	Staff Absence, Leave and TOIL There had been some longer-term staff absence which had impacted on the delivery of the outside services workload. This was discussed and the associated impact on probation periods, which was considered would be extended accordingly. The Clerk to continue to liaise with staff regarding the absence and keep councillors updated. Annual leave levels were discussed, and it was noted that in future years staff holiday should be taken spaced throughout the year so there is not a significant amount of leave left to take in the final quarter. Amendments to this will be considered as a special request. As an employer, the Council has a duty of care to the staff to ensure their wellbeing is maintained by taking regular holiday. Future agendas to include a standard item to ensure that councillors can review what days are taken, what days are booked and what days are remaining for each member of staff.	Clerk Clerk
PC129 – 20/02/2024	Review of Finances 2023/24 A report on expenditure for the 2023/24 financial year for those budgets specifically linked to the Personnel Committee was reviewed at the meeting. It was noted that the payroll processing fees budget has overspent and the newsletters and advertising budget will also likely overspend. However, other budgets will underspend and balance this out.	

<p>PC130 – 20/02/2024</p>	<p>Outside Services Councillors received an update on the outside services workload and any contracted works. It was suggested that during periods of staff absence to just cover essential maintenance works, and to leave projects such as the accessible beds and changes to the gateway at the allotments for the time being. Arranging contracted mowing works should be a priority. It was noted that the tables in Beacon Hall needed a thorough cleaning, but it should be possible to arrange this in-house.</p>	<p>Clerk Clerk</p>
<p>PC131 – 20/02/2024</p>	<p>Office Staff Councillors reviewed the proposed amended Responsible Finance Officer (RFO) job description along with details on the proposed vacancy and how to proceed for advertising of the position. The Clerk was requested to amend the advert and documents to include the wording ‘pro-rata’ and to amend the salary scale range to fit correctly under LC2, which covers spinal column points 18 to 23. It was agreed to use the same interview panel as previous consisting of the Clerk and Cllrs Howard Hartley and Andy Larcombe. The Clerk to upload redacted applications for the committee to review prior to inviting candidates for interview.</p>	<p>Clerk HH, AL & Clerk</p>
<p>PC132 – 20/02/2024</p>	<p>Clerk’s Report Councillors received a report from the Clerk on staffing matters, including an update on the temporary additional hours for office staff and associated objectives. It was resolved to hold the Clerk’s appraisal before the end of the council year to be actioned by the Clerk Liaison Panel. The date to be agreed. Regarding the additional hours for office staff, the Clerk reported that all minutes would be uploaded to the website and the focus would be on Freshdesk during March. Office staff would also be working increased hours to cover for the Clerk when she is away on annual leave in the coming weeks. The Clerk estimated that as things stand, around 60% of the available budget would be used. Details would be provided of what has already been used and what was likely to be used by the end of March. Cllr Kathy Thomas mentioned the Asset Register and requested that it should take some priority on the list of tasks. It was thought that it should be completed before the new RFO commences employment, and that the deadline for the additional hours could be extended whilst still using the money available from the allocated funds. The Clerk to update the objectives with the above information and new dates.</p>	<p>CLP & Clerk Clerk Clerk & KT Clerk</p>
<p>PC133 – 20/02/2024</p>	<p>Resolution to Revert to Public Session It was resolved to put the meeting back into public session.</p>	
<p>PC118 – 20/02/2024</p>	<p>Personnel Related Policies & Procedures The Volunteer Policy had not yet been fully updated following feedback at the last meeting. The Clerk to action and include on the next Full Council meeting for adoption.</p>	<p>Clerk</p>
<p>PC119 – 20/02/2024</p>	<p>Risk Register The Risk Register along with a full list of updates, including the staff H&S training that has been completed, will be presented to the next Full Council meeting.</p>	<p>Clerk</p>
<p>PC120 – 20/02/2024</p>	<p>Councillor Surgeries Councillors received an update with a view to making any associated decisions regarding the monthly Parish Councillor Surgeries. It was suggested to hold a councillor surgery to tie in with the B&NES Council consultation on the Local Plan. Cllr Kathy Thomas suggested holding a surgery all day on a Monday, so that people could come in at any time. Suggested dates and times were: Saturday 16th March 2024, 10am to 1pm at Beacon Hall (Cllrs Howard Hartley and Conor Ogilvie-Davidson to attend).</p>	

	<p>Monday 18th March 2024, 9am to 3pm at Beacon Hall (Cllr Kathy Thomas to attend).</p> <p>The Clerk to advertise these two dates and advise other councillors accordingly.</p> <p>Cllr Howard Hartley offered to attend the Ward Councillors Surgeries with Cllr Gill Auld and asked if there would be any objections to this. It was suggested that this should go ahead, and Cllr Hartley should advise the Clerk of the dates so that their attendance could be publicised.</p>	<p>Clerk</p> <p>HH & Clerk</p>
<p>PC121 – 20/02/2024</p>	<p>Parish Council Newsletter & Other Marketing</p> <p>It was reported that the newsletter had been amended following feedback from councillors and had now been sent to the printers. It is scheduled to be delivered early March. It was also noted that the precept leaflet had been uploaded to the website.</p> <p>It was suggested that the format of the newsletter should be updated and revamped, looking at the target audience and who will read it, along with accessibility guidelines.</p>	
<p>PC122 – 20/02/2024</p>	<p>HR and H&S</p> <p>Councillors received an update and made associated decisions on the following:</p> <ol style="list-style-type: none"> i. Progress of actions identified following the Health & Safety Audit. The outstanding actions were being progress and several contractors had been booked to attend Beacon Hall in March. The Clerk and Cllr Hartley to arrange a meeting to review the report and to undertake the Fire Training refresher. ii. The annual contractual document review. The Clerk had provided a copy of the current staff contracts to WorkNest so they can undertake their annual Contractual Review. They responded advising that it looks like the contracts are not on WorkNest's recommended template wording and suggested they be redrafted onto revised, employee friendly wording. A sample of the style of document suggested had been provided which was circulated to councillors as pre-reading. This was discussed and the Clerk was requested to send them a copy of the new NALC model contract asking them to check the details and advise of any issues they have with the content. It was resolved to keep the existing NALC/SLCC model contract format and wording, with any amendments on the content to be considered at a future meeting, depending on the feedback from WorkNest. iii. The forthcoming changes to employment related legislation. The Clerk had attended an employment law update webinar hosted by WorkNest which provided details to changes in legislation due to be applied from 2024. The changes related to flexible working rules, carers leave, TUPE consultations, none of which would be immediately impacting on the Parish Council. WorkNest would issue revised documents and policy amendments in due course. iv. Martyn's Law – requirements for Beacon Hall in preparedness and protection from a terrorist attack. Cllr Howard Hartley and the Clerk are due to attend a webinar on 27th February providing details on this new legislation and the implications for Town and Parish Councils. v. Branded clothing and PPE. Pre-reading provided a quotation for Parish Council branded clothing and PPE, further quotations were being obtained. It was noted that this would cost significantly more than the operational budget allocated. It was resolved to approve expenditure up to £1,200+VAT for branded clothing for staff. 	<p>Clerk & HH</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk & HH</p> <p>Clerk</p>
<p>PC123 – 20/02/2024</p>	<p>Software & Hardware</p> <p>Councillors reviewed the quotations for software licenses and ICT support packages.</p> <p>It was resolved to purchase an annual license for Canva Pro at a cost of £100.</p> <p>It was resolved to accept the quotation from Softcat plc for the annual renewal of the MS Office 365 Enterprise E3 and MS Exchange Online licenses for a total cost of £475.08+VAT per month.</p> <p>The Clerk reported that she had obtained some quotations for ICT support,</p>	<p>Clerk</p> <p>Clerk</p>

	including one from the current provider. However, as each company only offers support to their specification, the quotes were not directly comparable, and the Clerk was not convinced that some of the support provided was necessarily required so requested some assistance from those councillors with ICT knowledge. It was therefore resolved for the Clerk, in conjunction with Personnel Committee members, to review the ICT support quotations and proposals and to proceed with the company that provides the best value option.	Clerk & Cllrs.
PC124 – 20/02/2024	<p>Clerk Liaison Panel</p> <p>Councillors reviewed the Terms of Reference of the Clerk Liaison Panel and considered the future of it. In the course of discussion, it was suggested that the Clerk Liaison Panel might have served its purpose as a group, and that some of the issues discussed should be owned by the Personnel Committee.</p> <p>It was noted that it was originally intended as setting up business continuity practices and mentoring support for the Clerk, and it was considered important that this support is still available if required but it could be provided by any member of the Staffing Committee. The Clerk thanked those councillors involved in the CLP for their time over the past few years.</p> <p>Following discussion, it was resolved to recommend to Full Council that, in line with the Council Structure Review Advisory Panel proposals, the Clerk Liaison Panel should be disbanded, and its duties be taken on by the new Staffing Committee.</p>	Clerk
PC134 – 20/02/2024	<p>Date and Time of Next Meeting</p> <p>The date of the next Personnel Committee meeting is to be determined.</p>	

The meeting closed at 9.30pm.

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