



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

Minutes of the Personnel Sub-Committee Meeting held on Tuesday 2nd January 2024 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Jo Davis; 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
PC107 – 02/01/2024	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.	
PC108 – 02/01/2024	Apologies for Absence With all committee members present; there were no apologies for absence.	
PC109 – 02/01/2024	Items for Urgent Report It was reported that the newly appointed Grounds & Maintenance Manager had started employment with the Parish Council today.	
PC110 – 02/01/2024	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.	
PC111 – 02/01/2024	Staffing Matters Cllr Kidd provided a background to the meeting, in that at discussions at the last Clerk Liaison Panel (CLP) meeting, the Clerk had raised some proposals following feedback that her job role of Clerk and Responsible Finance Officer (RFO) was to be split. He had advised the Clerk to make these presentations to the Personnel Committee at a specifically called meeting as the CLP was unable to make any decisions. The Clerk gave a presentation to the Committee regarding the role of the RFO and associated work, whereby the bulk of the work involved with the role would be undertaken by the Administration Officers, but the overall responsibility would remain with the Clerk/RFO as the same person. It explained why the Clerk believed this option could work and the associated benefits. Councillors were provided with an opportunity to ask the Clerk questions on her presentation. Approx. 8.00pm – The Clerk left the meeting and councillors discussed the matter further. The Personnel Committee unanimously decided to continue with the already	Clerk

Minute Ref.	Agenda Item	Action
	<p>agreed resolution to split the roles of Responsible Finance Officer and Clerk. Reasons cited for this decision were:</p> <ul style="list-style-type: none"> ➤ To enable the Clerk to act as Chief Executive of the Council, giving more time to key priorities. ➤ RFO adds financial expertise from a qualified individual. ➤ A role dedicated to the finances of the council – ensuring that they are always correct and accurate. ➤ Ensuring that accurate financial planning can take place without having to worry about the workload elsewhere allows the data to be presented. ➤ Provide fresh and alternative views to the Council and its core objectives and long-term strategy. ➤ Reduce the top-heavy nature of our current structure and remove bottlenecks on progress. ➤ Provide a fresh start for all. <p>Whilst the process of recruiting an RFO is being undertaken, it was further resolved to make an additional eleven hours of time per week, through until the 31st March, to be split between the Administration Officers with the aim of catching up on outstanding tasks and to enable additional time for the Clerk to become CiLCA qualified. This is conditional on the Personnel Committee receiving the current objectives of the Administration Officers along with the additional objectives that the hours will be used for, by 5pm Friday, 5th January 2024.</p> <p>Approx. 8.45pm - The Clerk returned to the meeting and was informed of the above decisions.</p>	Clerk
PC112 – 02/01/2024	<p>Resolution to Revert to Public Session It was resolved to put the meeting back into public session.</p>	
PC113 – 02/01/2024	<p>Date and Time of Next Meeting The date of the next Personnel Committee meeting is scheduled to be held on Tuesday 20th February 2024 at 7pm at Beacon Hall.</p>	

The meeting closed at approximately 8.55pm.

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