



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Personnel Sub-Committee Meeting held on Wednesday 10th April 2024 at 6.00pm at Beacon Hall, French Close, Peasedown St John

Present:

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

In attendance:

Tanya West – Parish Clerk & RFO

Cllr Conor Ogilvie-Davidson chaired the meeting and clerked the meeting following the departure of the Clerk.

Public Session: No members of the public were present.

Minute Ref.	Agenda Item	Action
PC147 – 10/04/2024	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.	
PC148 – 10/04/2024	Apologies for Absence Apologies for absence had been received from Cllr Jonathan Rich due to illness. This apology was noted.	
PC149 – 10/04/2024	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 resolved that the press and public be temporarily excluded from the meeting.	
PC150 – 10/04/2024	Contracted Labour Councillors considered proposals for temporary contracted labour for outside services duties to help cover during staff absence. It was resolved to appoint Toby Millar as temporary self-employed labour for 3 days a week from April until September 2024. The Clerk to arrange accordingly. The Clerk to investigate into whether he will be able to use the Parish Council vehicle and if so, if there will be any associated additional costs involved.	Clerk Clerk
PC151 – 10/04/2024	Responsible Finance Officer The Clerk provided an update on the recruitment of the Responsible Finance Officer. The advert was being prepared and would be sent to the MNR Journal for Friday. Costs for advertising via the Local Council Associations had been requested and publication was being arranged. It had already been agreed for the interview panel to be Cllrs Howard Hartley and Andy Larcombe, along with the Clerk. The Clerk to keep councillors updated on progress.	Clerk Clerk & Cllrs. Clerk
PC152 – 10/04/2024	Staffing Matters The Clerk provided an update on staff absence and any associated action being taken was discussed. It was noted the Administration Officer was now back at work following a period of absence and work tasks and any associated impact was being monitored in accordance with their Return-to-Work interview.	

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	<p>The absence of the Grounds & Maintenance Manager was discussed at length. WorkNest had been consulted and the Clerk had shared with the Committee the advice they had provided. It was resolved to appoint Occupational Health to carry out a medial assessment and report, to be completed by the end of May.</p> <p>A recorded vote was taken as follows:</p> <table border="1"> <thead> <tr> <th>Councillor</th> <th>For</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>Jo Davis</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Howard Hartley</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Simon Kidd</td> <td></td> <td></td> <td>✓</td> </tr> <tr> <td>Andrew Larcombe</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Conor Ogilvie-Davidson</td> <td></td> <td></td> <td>✓</td> </tr> <tr> <td>Kathy Thomas</td> <td>✓</td> <td></td> <td></td> </tr> </tbody> </table> <p>The Clerk was requested to speak to WorkNest with a view to obtaining the inclusion into the Employee Handbook of the following items:</p> <ul style="list-style-type: none"> ➤ Regular driving licence checks for any members of staff/contractors/councillors that will be driving the Parish Council vehicle. ➤ That if any members of staff/contractors/councillors who declares having fits or seizures is not permitted to drive the Parish Council vehicle or operate machinery on Council property. 	Councillor	For	Against	Abstain	Jo Davis	✓			Howard Hartley	✓			Simon Kidd			✓	Andrew Larcombe	✓			Conor Ogilvie-Davidson			✓	Kathy Thomas	✓			<p>Clerk</p> <p>Clerk</p>
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7.19pm – The Clerk left the meeting.																														
PC153 – 10/04/2024	<p>Formal Complaint</p> <p>Councillors discussed the complaint that had been received, the context, and timeline surrounding the incident. Councillors agreed a resolution to the complaint which would be for the Clerk to action.</p>	Clerk																												
PC154 – 10/04/2024	<p>Resolution to Revert to Public Session</p> <p>It was resolved to put the meeting back into public session.</p>																													
PC155 – 10/04/2024	<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 8:00 pm.

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