



PEASEDOWN ST JOHN PARISH COUNCIL

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

29th January 2024

To Councillors: Jo Davis; Simon Kidd (Chair); Andy Larcombe; Conor Ogilvie-Davidson (Vice-Chair); Gavin Heathcote

You are hereby summoned to attend a meeting of the Staffing Sub-Committee of Peasedown St John Parish Council at **Beacon Hall** on **Tuesday 4th February 2025 at 7.00pm** for the purpose of transacting the business detailed below.

CC Councillor:

Jonathan Rich as ex-officio members of the Committee – Please advise, by return, if you will be attending this meeting.

Cllr Simon Kidd
Chair of Staffing Committee

AGENDA

Meeting of the Staffing Sub 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 confidential session – see item SC-250204-04).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014 (until item 250204-04). We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made

[particularly to satisfy the protection of children, the vulnerable and other members of the public who actively object to being filmed].

- SC-250204-01 Attendance Roll Call and Declarations of Interest (Chair)

Cllr Heathcote absent without apologies. Noted by the committee.

- SC-250204-02 Apologies for Absence (Chair)

No apologies received.

- SC-250204-03 Items for Urgent Report (Chair)

None

- SC-250204-04 Resolution Relating to Confidential Nature (Chair)

To pass a resolution that in accordance with Standing Order 3c to put the meeting into confidential session and remove the public.

*It was **resolved** to move to confidential session in accordance with standing order 3c. Proposed – Cllr Kidd Seconded Cllr Larcombe.*

- SC-250204-05 Minutes and Agendas

Action : Outstanding minutes action on Cllr Kidd to ensure all outstanding minutes are updated in a timely manner. Some staffing minutes missing from the website. Action to review the publishing of staffing minutes based on confidentiality.

- SC-250204-06 Business Continuity

- SC-250204-07 Staffing costs and budgets

- SC-250204-08 Staff Issues

Action : It was agreed to put temporary line management arrangements in place until the recruitment of a new clerk.

- SC-250204-09 Staff Appraisals, training and development

It was **resolved** to provide additional specialised training and developing to the RFO for points raised in the appraisal up to £1000. Proposed Cllr Larcombe, Seconded Cllr Kidd.

Action : It was noted that some staff were not taking their annual leave. Staff must take the minimum statutory level of leave with arrangements to carry over leave not taken. To be reviewed at. A future meeting.

An advisory panel of all staffing committee members was appointed to review and update the appraisal process.

- SC-250204-10 Staff Recruitment and retention

It was **resolved** to recruit a new clerk for the council at SCP29 – SCP32 for up to 37 hours per week and the staffing committee to approve job description. Proposed Cllr C Ogilvie-Davidson Seconded Cllr Kidd.

It was agreed that the target date for the advert should be the end of February 2025.

It was agreed to look at our value proposition to our staff to aid motivation and retention.

It was **resolved** to accept the recommendations from the appraisal report presented by Cllr Larcombe. Proposed Cllr Larcombe, seconded Cllr C Ogilvie-Davidson.

- SC-250204-11 Resolution to Revert to Public Session

Return to public session.

- SC-250204-12 Date and Time of next meeting