



## COPYTHORNE PARISH COUNCIL

A meeting of the Personnel and Governance Advisory Committee was held via Zoom Video Conference on Thursday July 2<sup>nd</sup> 2020 starting at 12pm (note: this meeting replaced the postponed meeting due to be held on March 6<sup>th</sup> 2020).

Invitees: Cllrs. Simon Lucas (Chair); Steve Herra; Graham Chillcott; Jackie Rhodes  
Mr David Rigby (Parish Clerk as observer)

### A G E N D A (and notes of discussion)

1. **Apologies for absence**  
None
2. **Declarations of Interest**  
None at outset of meeting or needed to be declared during the meeting
3. **Review of notes of previous meeting (Jan 10th 2020)**  
All present were happy that the notes accurately reflected the discussions
4. **Consideration of any changes needed to ToRs following adoption of "Council Objectives"**  
Members agreed to seek Council approval to add the following as additional Responsibilities:-
  - i. To continue to develop standard systems and documentation for the conduct of our business, such as:  
internal management procedures and standardised letters / communications with the community on a variety of matters such as for writing to landowners regarding culvert and overgrowth clearance etc.
  - ii. To monitor and if appropriate, devise solutions to ensure appropriate action is taken to enable all the administrative functions of the Parish Council continue to be undertaken within the available resources as the footprint and activity of the Parish Council widens.
5. **Consideration of Clerk's work on a revision of our Standing Orders in relation to Planning matters for adoption at Council meeting on July 14<sup>th</sup> 2020**  
DR explained the need for this revision, all members agreed to recommend it to Council.
6. **Consideration of Clerk's work on three Staff Related Policies for adoption at Council meeting on July 14<sup>th</sup> 2020 - (Disciplinary Policy (revision); Grievance Policy (revision); Anti-Harassment & Bullying Policy (new)**  
DR talked through these three policies which all use NALC templates. All members agreed to recommend them to Council.

**7. Consideration of a work programme for the Personnel and Governance Advisory Committee through to end of March 2021.**

**Previous suggestions:-**

**Review of existing policies & prioritise work on revisions & additions as a result.**

Members agreed that good progress was being made on this task by the Clerk with a review of our Code of Conduct against the NALC template the next item to be undertaken.

**Particular review of policies affecting employees.**

Members agreed that good progress was being made on this task by the Clerk with a "Lone Working/ Working from Home" Policy next to be drawn up. This would be included within a Staff Handbook

**Operating Framework for Council**

The Clerk is drawing up a draft version of this document and will present it for consideration at the next meeting of the P&G AC.

**8. Discussion of any other matters relating to the Aims and Responsibilities of the Personnel and Governance Advisory Committee.**

None

**9. Agree date for next meeting.**

Friday October 2<sup>nd</sup> 2020, 12pm