



COPYTHORNE PARISH COUNCIL

A meeting of the Personnel and Governance Advisory Committee was held on Friday January 10th 2020 at Westwood, Winsor, SO40 2HR at 12.30pm.

Cllr. Simon Lucas (Chair)
Cllr. Steve Herra
Cllr. Graham Chillcott
Cllr. 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 (Nov 8th 2019)**
All present were happy that the notes accurately reflected the discussions.
4. **Continue consideration of a work programme for the Personnel and Governance Advisory Committee through to end of March 2020.**
Using topic suggestions made at Nov 8th meeting:-
Review of existing policies & prioritise work on revisions & additions as a result:-
 - a. Has started with Standing Orders and Financial Regulations this month.
 - b. Next need to look at what other policies we have & when they were last reviewed and prioritise what order to review them in. Send list to AC's members of existing.
 - c. Then look at what policies we don't have and should have.
 - d. Jackie to act as "sense check/four eyes" for policy revisions under b. and c.
 - e. Create a "calendar" of council events and an activities timetable
 - f. Create a "calendar" of policy reviews across the year.Particular review of policies affecting employees:-
Points b. and c. above cover this
Operating Framework for Council:-
Will continue to develop as policies and procedures are reviewed and/or introduced. To include in time a "New Councillor Induction Pack" & a "What a Councillor Does" guide.
5. **Discussion of any other matters relating to the Aims and Responsibilities of the Personnel and Governance Advisory Committee.**
None
6. **Agree date for next meeting**
Friday March 6th 2020, 12.30pm at Westwood, Winsor Road, SO40 2HR