



COPYTHORNE PARISH COUNCIL

A meeting of the Personnel and Governance Advisory Committee was held via Zoom Video Conference on Thursday November 19th 2020 starting at 11am.

Attendees: Cllrs. Simon Lucas (Chair); Steve Herra; Graham Chillcott; Jackie Rhodes
Mr David Rigby (Parish Clerk as Observer – Excluding Item 5)

A G E N D A (and **DRAFT** notes of discussions)

1. **Apologies for absence**
None
2. **Declarations of Interest**
None
3. **Review of notes of previous meeting (October 2nd 2020)**
All present were happy that the notes of the previous meeting (attached) were accurate. Members noted that the reference to “*next meeting*” for item 7 in those notes related to the meeting which was provisionally scheduled for January 15th 2021.
4. **Agree date for next meeting**
Friday January 15th 2021, 11am
5. **Confidential Item – Staffing Matter referenced in confidential report dated November 9th 2020 referenced “ SL 1 ”**
Prior to discussion of this item and pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, Cllr Lucas advised the meeting that because of the confidential nature of the business to be transacted the public should leave during the consideration of this item.
Proposed Cllr. Lucas, seconded Cllr. Chillcott All present in favour
RESOLVED: The meeting was closed to the public and the Clerk/RFO left the meeting

Cllr Lucas then presented the above report relating to the annual appraisal of the Clerk/RFO to Cllrs. Herra, Chillcott and Rhodes for approval.
Proposed Cllr. Lucas, seconded Cllr. Herra. All present in favour.
ACTION:- Cllr Lucas will prepare a further confidential report (referenced “SL2”) for presentation to the Finance Advisory Committee for approval at its meeting on November 24th 2020.

If approved a subsequent confidential report (referenced “SL3”) will be presented to the Council for approval at its meeting on December 8th 2020.

Meeting ended at 11.30am

PERSONNEL & GOVERNANCE ADVISORY COMMITTEE MEETING – NOVEMBER 19 2020

ITEM 3 – REVIEW OF NOTES OF PREVIOUS MEETING ON OCTOBER 2 2020

COPYTHORNE PARISH COUNCIL

A meeting of the Personnel and Governance Advisory Committee was held via Zoom Video Conference on Friday October 2nd starting at 4pm.

Attendees: 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
3. **Review of notes of previous meeting (July 2nd 2020)**
All present were happy that the notes of the previous meeting were accurate
4. **Consideration of an “Operating Framework for Council” for adoption by Council**
The Clerk presented a report (included within the document pack for the meeting) which was considered by the members of the Advisory Committee. The Clerk was asked to add further sentences to the “Meetings of Council” section to reflect the legal positions regarding agenda setting and minutes in line with the guidance with the HALC Good Councillor Guide. All members agreed that the Clerk present for adoption the amended “Operating Framework” at the Council meeting on October 13th 2020
5. **Consideration of a Staff Performance Appraisal Policy for adoption by Council**
The Clerk (at the request of the Chairman of the Advisory Committee) presented a report (included within the document pack for the meeting) which was considered by the members of the Advisory Committee. The Clerk was asked to amend part of point 2 of Section 3 (Procedure) by adding after “.. Advisory Committee” the words “which will include the Chairman of the Council whenever possible” and in Section 7 to add after “The Appraiser” the words “The Appraisee” within the table of actions. All members agreed that the Chair of the Personnel & Governance Advisory Committee present for adoption the amended “policy” at the Council meeting on October 13th 2020
6. **Set provision date for Clerk’s Annual Performance Appraisal**
Subject to adoption of the policy under Item 6 above, the Clerks Appraisal will take place on October 22nd 2020 at 11am. The members voted for the panel to be Cllrs. Lucas & Herra
7. **Review of work programme for the Personnel and Governance Advisory Committee through to end of March 2021.**
The Clerk is to continue the process of reviewing & recommending both new & amended policies & procedures for adoption. Additionally, a schedule of policies & procedures both in place or required is to be presented by the Clerk to the next meeting of the Personnel & Governance Advisory Committee.
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 January 15th 2021, 11am