



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 Thursday 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

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