



COPYTHORNE PARISH COUNCIL

A meeting of the Personnel and Governance Advisory Committee will be held via Zoom Video Conference on Friday January 15th 2021 starting at 11am.

In accordance with the Local Government Act 1972 (s.100) the public are able to attend and observe meetings of the Finance Advisory Committee but do not have the right to participate (unless invited to do so by the Chairman of the meeting).

As permitted by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting will be conducted "online" via Zoom.

If you would like to attend then type <https://zoom.us/join> into your internet browser. Meeting ID is 837 3966 5167 and the password is 447688.

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

A G E N D A

1. Apologies for absence
2. Declarations of Interest
3. Review of notes of previous meeting (Nov 19th 2020)
4. Review of work programme for the Personnel and Governance Advisory Committee through to end of March 2021.
5. Discussion of any other matters relating to the Aims and Responsibilities of the Personnel and Governance Advisory Committee.
6. Agree date for next meeting.

PERSONNEL & GOVERNANCE ADVISORY COMMITTEE MEETING – JANUARY 15TH 2021

ITEM 3 – REVIEW OF DRAFT NOTES OF PREVIOUS MEETING ON NOVEMBER 19 2020

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 – JANUARY 15TH 2021

Item 4 – Schedule of Copythorne Parish Council policies currently in place

Playgrounds re-opening - risk assessment – July 6th 2020

Acceptable Internet Use Policy - adopted 8 October 2019

Business Continuity Plan - Temporary Arrangements - Revised 02.04,20

Code of Conduct – Approved Sept 8th 2020

Complaints Procedure (2017)- Approved 8th May 2018

Computer Misuse Policy - adopted 8 October 2019

Declaration of Pecuniary Interest Procedure - Approved Oct 2018

Document Retention Policy - Approved 9 June 2020

Financial Regulations - Approved 14 January 2020

Grants Policy - Approved 8th May 2018

General Privacy Notice - Revised Nov 2018

Information & Data Protection Policy - Approved June 12th 2018

Lengthsman's Procedure - approved 11 September 2018

Operating Framework - adopted 13 October 2020

Protocol for reporting at meetings (2016) - Approved 8th May 2018

Staff Handbook

Disciplinary Policy – Adopted July 14th 2020

Grievance Policy – Adopted July 14th 2020

Anti Harassment & Bullying Policy – Adopted July 14th 2020

Staff Performance Appraisal Policy - adopted 13 October 2020

Standing Orders - Revised 14 July 2020

Terms of Reference for representing the Parish Council on Outside Bodies

How the Business of the Parish Council is conducted – Chair's Notes

Advisory Committees - Terms of Reference - Revised Sept 2020