



## COPYTHORNE PARISH COUNCIL

A meeting of the Personnel and Governance Advisory Committee was held via Zoom Video Conference on Friday January 15<sup>th</sup> 2021 starting at 11am.

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 DRAFT notes of discussion)

1. **Apologies for absence**  
None – Due to connection difficulties, Cllr. Rhodes joined meeting shortly after start of Item 3
2. **Declarations of Interest**  
None
3. **Review of notes of previous meeting (Nov 19<sup>th</sup> 2020)**  
All present were happy that the notes of the previous meeting were accurate
4. **Review of work programme for the Personnel and Governance Advisory Committee through to end of March 2021.**  
The Clerk presented a schedule of existing Parish Council policies currently in place. Having considered the list, members felt that the P&G AC should concentrate on the following policy areas next:-
  - i.) Employees work from home / Lone Working;
  - ii.) Health & Safety;
  - iii.) Risk assessments for tasks undertaken by staff & councillors

\*ACTION – Clerk to work with Cllr. Rhodes on bringing drafts for a least some of these new policies to the next P&G AC meeting.

It was also suggested that the Clerk should review all policies on a rolling three year programme unless legislation dictated that a more frequent review was required.
5. **Discussion of any other matters relating to the Aims and Responsibilities of the Personnel and Governance Advisory Committee.**  
Cllr. Lucas suggested that we should consider the introduction of a Media Policy.  
\*ACTION – Clerk to work with Cllr. Lucas on preparing a draft policy to the next P&G AC meeting for discussion.
6. Agree date for next meeting.  
Thursday April 22<sup>nd</sup> 2021, 11am

Meeting ended at 11.45am

## PERSONNEL & GOVERNANCE ADVISORY COMMITTEE MEETING – JANUARY 15<sup>TH</sup> 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 19<sup>th</sup> 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 2<sup>nd</sup> 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 15<sup>th</sup> 2021.
4. **Agree date for next meeting**  
Friday January 15<sup>th</sup> 2021, 11am
5. **Confidential Item – Staffing Matter referenced in confidential report dated November 9<sup>th</sup> 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 24<sup>th</sup> 2020.

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

Meeting ended at 11.30am

## **PERSONNEL & GOVERNANCE ADVISORY COMMITTEE MEETING – JANUARY 15<sup>TH</sup> 2021**

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

Playgrounds re-opening - risk assessment – July 6<sup>th</sup> 2020

Acceptable Internet Use Policy - adopted 8 October 2019

Business Continuity Plan - Temporary Arrangements - Revised 02.04,20

Code of Conduct – Approved Sept 8<sup>th</sup> 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 14<sup>th</sup> 2020

Grievance Policy – Adopted July 14<sup>th</sup> 2020

Anti Harassment & Bullying Policy – Adopted July 14<sup>th</sup> 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