



COPYTHORNE PARISH COUNCIL

A meeting of the Personnel and Governance Advisory Committee was held via Zoom Video Conference on Friday July 23rd starting at 11am.

Attendees: Cllrs. Steve Herra; Graham Chillcott; Jackie Rhodes; Sylvia Wiggins
David Rigby (Parish Clerk as observer)

A G E N D A (with DRAFT notes of discussion)

1. **Election of a Chairman**
Cllr. Steve Herra was unanimously approved as Chairman by the voting members.
2. **Apologies for absence**
None
3. **Declarations of Interest**
None
4. **Review of notes of previous meeting (April 22nd 2021)**
Those present who were at the previous meeting were happy that the notes were accurate.
5. **Review of work programme for the Personnel and Governance Advisory Committee through to end of April 2022.**
Ongoing review of policies/procedures – Work continues, Complaints Policy next for review.
Draft Media Policy – Task in hand, Clerk to circulate for consideration before next AC meeting.
Health & Safety Policy – Adopted on June 8th 2021
Health & Safety Risk Assessments – Issued to members on July 22nd 2021
6. **Discussion of any other matters relating to the Aims and Responsibilities of the Personnel and Governance Advisory Committee.**
Discussion around a refresh/re-run of defibrillator training along with emergency First Aid training, DR/JR to follow up.
7. **Confidential Item – Staffing Matter**
Discussion held, no outputs to report at this time.
8. **Agree date for next meeting.**
Friday October 22nd 11am

PERSONNEL & GOVERNANCE ADVISORY COMMITTEE MEETING – JULY 23rd 2021

AGENDA ITEM 4 – REVIEW OF DRAFT NOTES OF PREVIOUS MEETING ON APRIL 22ND 2021

A meeting of the Personnel and Governance Advisory Committee was held via Zoom Video Conference on Thursday April 22nd 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
- 2. Declarations of Interest**
None
- 3. Review of notes of previous meeting (Jan 15th 2021)**
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.**
Further to discussions at previous meetings it was agreed that other than those policies/procedures that our Standing Orders say should be reviewed annually all others would be reviewed every three years unless a change of/ or new legislation requires an earlier review.
- 5. Discussion of a Draft Media Policy**
Production of this has been delayed but needs to be a priority for the 2021/22 work programme. It will include pro-active and re-active engagement with media outlets as well as involvement with social media.
- 6. Discussion of a Draft Health & Safety Policy**
JR talked through the draft H&S policy that she has produced and a summary of activities that require Risk Assessment, based on guidance from the Health & Safety Executive. Consideration of the documents will take place over the next month before coming back to the P&G AC and in turn Council
- 7. Consideration of work programme for the Personnel and Governance Advisory Committee through to end of April 2022.**
It was agreed that areas to cover in particular should include:-
Ongoing reviews of policies
Media Policy
Health & Safety Risk Assessments
- 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 July 23rd 2021, 11am