



## COPYTHORNE PARISH COUNCIL

A meeting of the Personnel and Governance Advisory Committee was held via Zoom Video Conference on Friday December 3<sup>rd</sup> 2021 starting at 9.30am.

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

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

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

1. **Apologies for absence**  
None
2. **Declarations of Interest**  
None
3. **Review of notes of previous meeting (October 22<sup>nd</sup> 2021)**  
All present were happy that the notes of the previous meeting accurately reflected the discussions
4. **Agree date for next meeting (provisionally set for Friday January 21<sup>st</sup> 2022 at 10am)**  
Date and time agreed as above
5. **Confidential Item – Staffing Matter in confidential report dated November 25<sup>th</sup> 2021 referenced “P&G/GC 1”**  
Following a motion to “exclude the press and public” in accordance with Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 proposed by SH, seconded by GC, all members in favour, the Clerk left the room and the above report was considered.  
The acceptance of the recommendations was proposed by SH, seconded by GC, all members in favour. Subject to approval by the Finance Advisory Committee at its meeting at 11am on December 3<sup>rd</sup> 2021 the recommendations will then go forward for approval by Council at its meeting on December 14<sup>th</sup> 2021.

**Meeting ended at 9.56am**

All recommendations needing to be submitted to Council for approval had been recorded in the notes.

## PERSONNEL & GOVERNANCE ADVISORY COMMITTEE MEETING – DECEMBER 3RD 2021

### AGENDA ITEM 3 – REVIEW OF DRAFT NOTES OF PREVIOUS MEETING ON OCT 22ND 2021

A meeting of the Personnel and Governance Advisory Committee was held via Zoom Video Conference on Friday October 22<sup>nd</sup> 2021 starting at 11am.

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

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

**1. Apologies for absence**

None

**2. Declarations of Interest**

None

**3. Review of notes of previous meeting (July 23<sup>rd</sup> 2021)**

All present were happy that the notes of the previous meeting accurately reflected the discussions. In connection with possible defibrillator training (under Item 6) JR advised that it is not currently possible to run a full course due to COVID issues. Consider perhaps for mid 2022?

**4. Consideration of an updated Complaints Policy**

Clerk presented a report which included a revised Complaints Policy and a Habitual & Vexatious Complaints Policy. All members were in favour of adopting both policies as drafted.

**ACTION** – Clerk to prepare report recommending adoption and add to agenda for November 9<sup>th</sup> 2021 Council meeting.

**UPDATE** - Done and approved at November 9<sup>th</sup> 2021 Council meeting.

**5. Set provisional date for Clerk's Annual Performance Appraisal**

Date/time agreed of Friday November 19<sup>th</sup> 2021, 10am

**ACTION** - Clerk to issue review papers to the review panel members (GC & JR)

**UPDATE** - Issued on October 22<sup>nd</sup> 2021

**6. Review of work programme for the Personnel and Governance Advisory Committee through to end of April 2022.**

Draft Media Policy

Revised Reports Protocol

**ACTION** - Clerk to add to agenda for next P&G AC meeting

**UPDATE** - Clerk has added to agenda for meeting on January 21<sup>st</sup> 2022

**7. Discussion of any other matters relating to the Aims and Responsibilities of the Personnel and Governance Advisory Committee.**

None

**8. Agree date for next meeting.**

Friday January 21<sup>st</sup> 2022, 10.00am

**9. Confidential Item – Staffing Matter**

Members discussed a report and will make recommendations on the matters discussed by way of a Confidential report to Council at its meeting on November 9<sup>th</sup> 2021.

Meeting ended at 11.58am