



EAST PRESTON PARISH COUNCIL

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11th July 2023

Dear Councillor and Parishioners

PERSONNEL COMMITTEE

NOTICE IS HEREBY GIVEN AND COUNCILLORS ARE SUMMONED to a Meeting of the above Committee to be held on **Monday, 17th July 2023** at East Preston Infant School, Lashmar Road, East Preston commencing at **19:00**.

By its very nature this meeting is CONFIDENTIAL and not open to the public.

Yours sincerely

Simon Cross

Clerk to the Council

To: All Members of the Personnel Committee and other Members for information.

A G E N D A

1. Introductions.
2. Annual Appointment of the Chairman of the Personnel Committee.
3. Annual Appointment of the Vice-Chairman of the Personnel Committee.
4. Apologies for Absence.
5. Members and Officers are reminded to make any Declarations of Personal and/or Prejudicial or Pecuniary Interests that they may have in relation to items on this Agenda.

Notice should be given at this part of the Meeting of any intended Declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent. If the interest is Prejudicial or Pecuniary, the Member should state whether he or she will be exercising the right to speak.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 a resolution will be taken that because of the confidential nature of the business to be transacted, the public and press leave the Meeting during the consideration of the next Agenda Items.

6. To carry out the annual review of the committee's Terms of Reference.
7. To receive an update on the employment of a new bookkeeper for the council.
8. Training:
 - a) To receive an update on holding a GDPR training session for all councillors and officers;
 - b) To consider matters relating to the refresher training session booked for 7th August 2023;
 - c) To consider a Mental Health First Aid training session for all councillors and officers.
9. To receive an update on the provision of a Staff Handbook.
10. To receive an update on the review the Protocol on Councillor/Staff Relations.
11. To consider whether to continue the council's Zoom account for online meetings.
12. To consider a policy for councillors at council events.
13. To consider the council's position on councillors and officers taking part in the Q&A section of *All About East Preston and Kingston*.
14. To consider a proposal the Chairman and Vice-Chairman of the Council should not be Chairman or Vice-Chairman of a committee unless no other councillor comes forward.
15. To consider emergency contacts for the council (see T Leggo email of 15th May)
16. To consider a change to the way in which councillors give their apologies in advance of meetings (EL, apologise to chairman and clerk).
17. To consider setting-up a policy of having a Chairman's Charity each year.
18. To agree and sign the Minutes of the meetings held on 17th April 2023.
19. To receive an update on any matters from previous meetings.
20. To consider recent councillor and officer behaviour.
21. To consider recent public behaviour at council meetings.
22. To consider any Health & Safety matters.
23. To consider any staffing matters including a report on officer Sick Leave.
24. To note any gifts received recently by councillors and officers.

25. To consider any other matters that may arise after the publication of this Agenda.
26. New items to be referred to the next meeting (9th October).