

MEMBERS OF
SOMERSHAM PARISH COUNCIL
Personnel Committee

ARE SUMMONED TO THE NEXT MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/89692863429?pwd=M2lrNENBODNwYjIwMW16TUovWGZOdz09>
Meeting ID: 896 9286 3429 Passcode: 242238

On Monday 15th March 2021 at 11 a.m.

www.somersham-pc.gov.uk

AGENDA

This meeting shall be closed under the **Public Bodies (Admission to Meetings) Act 1960 S1(2)**
A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

- 1. To Accept Apologies**
- 2. To Approve the Minutes of 10th November 2020**
- 3. To Discuss the Communication & Engagement Working Party Role**
- 4. To Approve updated Job Descriptions for the Parish Clerk, Deputy Clerk, Admin Assistant and Booking Secretary – amendments agreed during 2020**
- 5. To Review the Staff Return to Work Safely consultation / COVID-19 and moving forward**
- 6. To discuss the Annual Meeting, Annual Parish Meeting, Remote Meetings in general and return to ‘in person’ meetings**
- 7. Update on the Review of the Parish Council’s Community Engagement & make connections with Councillor Wishes & Training Needs**
- 8. Policies to be Reviewed or Considered**

- a. Publication Scheme – to be updated.
- b. Recording and filming of meetings – new policy
- c. Code of Conduct – new version released by the LGA

9. To Accept Notices & Matters for the next Agenda

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

Signature *Mrs P Bryant* 12th March 2021

Penny Bryant Proper Officer/Parish Clerk The Norwood Building, Parkhall Road, Somersham PE28 3HE