

MEMBERS OF
SOMERSHAM PARISH COUNCIL
Personnel and Governance Committee
ARE SUMMONED TO THE NEXT MEETING
In the Norwood Room, The Norwood Building, Parkhall Road, PE28 3HE
On Wednesday 24th July 2024 at 10.30 am
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 29th February 2024.
3. To Receive an update regarding the Executive Officer's ongoing Community Governance qualification, and review agreed working and study hours (3-month review.)
4. To Discuss the draft Memorandum of Agreement (between Somersham Parish Council, Cambridgeshire County Council, Somersham Angling Club and Friends of Somersham Local Nature Reserve) and the draft lease.
5. To Discuss staff appraisals and outdated job descriptions for review.
6. To Review Committee Terms of Reference.
7. To Agree outstanding policies to be updated: -
 - Health and Safety Policy (2015)
 - Archive Retention Policy (2016)
 - GDPR - Data protection and policies and procedures (2023)
 - Disability Policy (2016)
 - Safeguarding and Vulnerable persons (2016)
 - Amended sickness/ absence policy (2024)
8. 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 I Healiss 16th July 2024

Irene Healiss, Executive Officer The Norwood Building, Parkhall Road, Somersham PE28 3HE