



COPYTHORNE PARISH COUNCIL

A meeting of the Personnel and Governance Advisory Committee was held via Zoom Video Conference on Friday February 3rd 2023 starting at 11am.

Present: 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 17th 2022)**
All present were happy that the notes of the previous meeting accurately reflected the discussions
4. **Update on Code of Conduct Review and Civility & Respect Pledge**
DR advised that a new Code of Conduct (based on a Local Government Association template) was approved by Council at the November 8th 2022 Council meeting and that a Dignity at Work Policy and the Civility & Respect Pledge were approved at the January 10th 2023 Council meeting. A copy of the pledge was signed by four of five councillors and himself at that meeting and the two members of the Council not present at the end of the meeting (Cllrs. Coombs and Herra will be invited to do so prior to the start of the next meeting on February 14th 2022. The Council was the 912th Parish/Town Council in the country to sign up to the Civility & Respect Pledge.
5. **Agree date for next meeting**
Friday April 28th 2023, 11am
6. **Confidential Item – Staffing Matter in confidential report date referenced “P&G/GC 2”**
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 GC, seconded by SH, all members in favour, GC presented his confidential report reference “P&G/GC2”.
RESOLVED: That the five recommendations in the report be presented to Council for approval. Proposed by GC, seconded by SW, all in favour.
ACTION – GC to prepare a confidential report for approval at the February 14th 2023 Council meeting.

Meeting ended at 11.25am

PERSONNEL & GOVERNANCE ADVISORY COMMITTEE MEETING – FEBRUARY 3RD 2023

ITEM 3 – REVIEW OF DRAFT NOTES OF PREVIOUS MEETING ON OCTOBER 17TH 2022

A meeting of the Personnel and Governance Advisory Committee was held via Zoom Video Conference on Monday October 17th 2022 starting at 11am.

Attendees: Cllrs. Steve Herra (Chair); Graham Chillcott; Jackie Rhodes; Sylvia Wiggins
Meeting Clerk: 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 21st 2022)

All present were happy that the notes of the previous meeting accurately reflected the discussions

4. Code of Conduct Review

DR as Clerk presented a report (forming part of the pack for this meeting) which members of the Advisory Committee discussed).

Recommendation 1 - SH proposed and GC seconded that the Clerk prepare a report for the December 13th 2022 Council meeting recommending that Council adopt the LGA Code of Conduct. All members in favour

ACTION – Clerk to prepare the requested report and to draw attention to all Council members of the importance of reading the LGA Code of Conduct ahead of the December 13th 2022 Council meeting.

Recommendation 2 – SH proposed and JR seconded that subject to the caveats contained within the recommendation that it should be progressed for further discussion at the next meeting of the Personnel & Governance Advisory Committee. All members in favour.

ACTION – Clerk to undertake the required actions subject to the caveats mentioned above.

5. Agree date for next meeting

Friday February 3rd 2023, 11am

6. Confidential Item – Staffing Matter in confidential report date 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, GC gave a verbal report which will be followed up by a written report at the next meeting of the Personnel & Governance Advisory Committee.

Meeting ended at 11.44am

PERSONNEL & GOVERNANCE ADVISORY COMMITTEE MEETING – FEBRUARY 3RD 2023

Item 6 – Confidential Item – Staffing Matter

EXCLUSION OF PRESS AND PUBLIC

To resolve, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public be excluded from the meeting during the following item of business, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item there would be disclosure to them of exempt information within Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the report.

AGENDA ITEM - 6 - Confidential Item - Staffing Matter in confidential report dated November 10th 2022 prepared by Cllr. Graham Chillcott - REF: P&G/GC2

REASON - Confidential Business - to consider the exclusion of the press and public for the following item on the grounds that information about an individual member of staff is confidential between the council and the staff member. Under the Data Protection Act, a council also has obligations as to how it uses such information about an individual

Proposed....

Seconded...

Vote...