

Bovingdon Parish Council

Parish Council Office
Memorial Hall
High Street
Bovingdon
Hertfordshire HP3 0HJ

Tel: 01442 833036

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PARISH OF BOVINGDON NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE

Dear Councillor,

I hereby give you notice of a meeting of the **Personnel Committee** of the above-named Parish, which will be held in the Memorial Hall, High Street, Bovingdon on **Friday 21st August 2026 at 11.30 am.**

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Dated this day 14th August 2026

Gemma Coventry
Clerk to the Council

To:
Councillor Caroline Barnett
Councillor Karen Bregazzi-Jones
Councillor Julie Steer
Councillor Phillip Walker

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TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

You are hereby summoned to a meeting of the Personnel Committee, which will be held in the Memorial Hall on Friday **21st August at 11.30 am** to transact the business set out in the attached agenda:

AGENDA

26/001/PC – Election of Chairman

To appoint the Chairman of the Personnel Committee to hold office until the next Annual Meeting of the Parish Council.

26/002/PC – Apologies for Absence

26/003/PC – Declarations of Interest

To receive declarations of interest in accordance with the Council's Code of Conduct in relation to any item on this agenda.

26/004/PC – Minutes

To approve and sign the minutes of the Personnel Committee Meeting held on 29 March 2023.

26/005/PC – Matters Arising

To receive an update on matters arising from the previous minutes that are not covered elsewhere on the agenda.

26/006/PC – Review of the Personnel Committee Terms of Reference

To review the Terms of Reference for the Personnel Committee and recommend any amendments to Full Council.

26/007/PC – Employment Review and Contracts

To consider matters arising from the Council's employment review and ensure that employment arrangements remain compliant with current legislation and recognised good practice.

The Committee is requested to consider:

a) The retrospective ratification of signed contract addendums for the Clerk and Assistant to the Parish Clerk to ensure that contracts accurately reflect:

Current contracted hours;

Current salary scales and rates of pay;

Pension arrangements; and

Any other agreed contractual amendments.

b) The employment status of the Council's contracted personnel, including the Warden and Litter Picker, to ensure compliance with HMRC guidance regarding employment status and tax obligations.

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c) The recently updated *The Good Councillor's Guide to Employment* published by NALC and circulated to members on 6 July 2026, and to consider whether any changes to the Council's employment policies, procedures or practices are required.

26/008/PC – Review of Roles and Responsibilities

To review the staffing structure and role profiles to ensure effective governance, operational resilience and clear accountability.

The Committee is asked to consider:

The job descriptions of the Clerk, Assistant to the Parish Clerk and Hall Administrator;

The allocation of responsibilities between Parish Council functions and Memorial Hall administration;

Appropriate segregation of duties;

Staff workload and capacity planning;

Whether contracted hours remain appropriate in light of the Council's expanding responsibilities and service delivery.

26/009/PC – Staffing Establishment and Contracted Hours

To review the current staffing establishment and contracted hours.

Current staffing:

Clerk – 30 contracted hours per week. Assistant to the Parish Clerk/Hall Administrator – 18 contracted hours per week.

Total staffing allocation: 48 hours per week.

To consider whether the current staffing provision remains sufficient to meet the operational needs of the Council.

26/010/PC – Performance Management and Professional Development

To consider arrangements for supporting staff performance and development, including:

Annual performance appraisals;

Progress against agreed objectives;

Training undertaken since the previous review;

Future training and Continuing Professional Development (CPD) requirements;

26/011/PC – Health, Safety and Staff Wellbeing

To review matters relating to employee health, safety and wellbeing, including:

Staff wellbeing and welfare;

Lone working arrangements;

Health and Safety risk assessments;

Occupational health support where appropriate;

Measures to support a safe and healthy working environment.

26/012/PC – Staffing Budget and Financial Planning

To review the financial implications of staffing and employment matters, including:

Current staffing budget;

Forecast employment costs;

National pay award implications;

Pension costs;

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Provision for future recruitment, additional hours or organisational growth.

26/013/PC – Recommendations to Full Council

To consider and agree recommendations requiring approval by Full Council, including:

- Contract amendments;
- Staffing structure and establishment;
- Changes to contracted hours;
- Employment policies;
- Budgetary implications arising from staffing matters;
- Any other recommendations arising from this meeting.

26/014/PC – Date of next meeting 12 November 2026 Time TBC

To consider passing a resolution in the following terms:

Exclusion of the public

Part II - That under S 4 (A) of the Public Bodies (Admissions to Meetings) Act 1960 the public be excluded during the item(s) in Part II of the agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during these items there would be disclosure to them of exempt information relating to a member of staff:

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