Bovingdon Parish Council

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

Tel: 01442 833036
Email: office@bovingdonparishcouncil.gov.uk
Website: www.bovingdonparishcouncil.gov.uk



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 **Monday 30th November 2026.**

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 25th November 2026

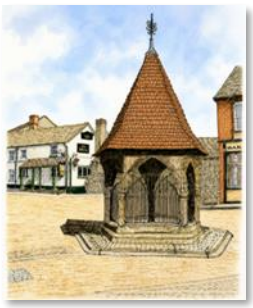
Gemma Coventry
Clerk to the Council

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

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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 Monday 30th November 2026 at 16.30 to transact the business set out in the attached agenda:

AGENDA

26/015/PC – Apologies for Absence

26/016/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.

26/017/PC - Minutes
To approve and sign the minutes of the Personnel Committee Meeting held on 21st August 2026

26/018/PC – Matters Arising
To receive an update on matters arising from the previous minutes that are not covered elsewhere on the agenda**.**

26/019/PC – Employment Review and Contracts, Management
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 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. Councillor Walker to provide an update.

26/020/PC – Review of Roles and Responsibilities
The Committee is asked to consider:
The job descriptions of the Clerk, Assistant to the Parish Clerk
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.

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26/021/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.

26/022/PC – Appraisals
To agree dates for the February appraisals and confirm the appraisal process to be followed.

26/023/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;
Provision for future recruitment, additional hours or organisational growth.
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.

26/024/PC – Date of next meeting 16th March 2027 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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