Bovingdon Parish Council

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PARISH OF BOVINGDON
MEETING OF THE PERSONNEL COMMITTEE
21 August 2026

Present:
Councillor Karen Bregazzi-Jones
Councillor Julie Steer
Councillor Phillip Walker (Chairman)

Also Present:
Parish Clerk Gemma Coventry

26/001/PC – Election of Chairman
It was noted that Councillor Walker was duly elected as Chairman of the Personnel Committee.

26/002/PC – Apologies for Absence
There were no apologies for absence. Councillor Barnett was not present at the **meeting.26/003/PC – Declarations of Interest**
There were no declarations of interest in accordance with the Council's Code of Conduct in relation to any item on this agenda.

26/004/PC – Minutes
The minutes of the Personnel Committee Meeting held on 29 March 2023 were approved.**26/005/PC – Matters Arising.**
There were no matters arising

26/006/PC – Review of the Personnel Committee Terms of Reference
The Terms of Reference for the Personnel Committee were reviewed and approved, subject to an amendment to the purpose of the Committee to include all employees, including the Village Warden and Village Litter Picker. The amended Terms of Reference will be recommended to Full Council for approval.

26/007/PC – Employment Review and Contracts
The Committee agreed that a full appraisal for all staff will be undertaken in February each year, with a shorter review to be conducted every six months thereafter.

The Committee is requested to consider:

(a) The Committee agreed to retrospectively ratify the signed contract addendums for the Clerk and Assistant to the Parish Clerk. The addendums were approved and signed to ensure that the contracts accurately reflect current contracted hours, salary scales and rates of pay, pension arrangements, and any other agreed contractual amendments.

b) The Committee agreed that the employment status of the Council's contracted personnel, including the Village Warden and Village Litter Picker, will be reviewed to ensure compliance with HMRC guidance regarding employment status and tax

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obligations. Councillor Walker agreed to undertake further research into this matter and report back to the Committee.

c) The Committee confirmed that all members had read and noted the recently updated *The Good Councillor's Guide to Employment*, published by NALC and circulated to members on 6 July 2026. The Committee agreed that the guidance had been noted and would be considered when reviewing the Council's employment policies, procedures and practices.

26/008/PC – Review of Roles and Responsibilities

The Committee reviewed the staffing structure and role profiles to ensure effective governance, operational resilience and clear accountability.

The Committee considered the job descriptions of the Clerk, Assistant to the Parish Clerk and Hall Administrator, together with the allocation of responsibilities between Parish Council functions and Memorial Hall administration, and staff workload and capacity.

It was agreed that the Clerk and Assistant Clerk would review their respective job descriptions and consider an appropriate segregation of duties, taking into account staff workload and capacity planning.

26/009/PC – Staffing Establishment and Contracted Hours

To review the current staffing establishment and contracted hours.

Current staffing:

The Personnel Committee reviewed the current staffing provision, comprising 30 contracted hours per week for the Clerk and 18 contracted hours per week for the Assistant to the Parish Clerk/Hall Administrator, giving a total staffing allocation of 48 hours per week.

The Committee agreed to consider providing an additional 15 hours per week of support for the Council office. It was agreed that the Committee would review the budget implications and, subject to the outcome, make a recommendation to Full Council for consideration and approval.

26/010/PC – Performance Management and Professional Development

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

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.

The Committee agreed that office staff should undertake appropriate Display Screen Equipment (DSE) training and Fire Safety training.

It was also discussed that office staff should not be responsible for setting up rooms for Council meetings, including arranging tables and chairs. The Committee agreed that Councillors should undertake the room set-up for meetings and that this matter would be raised for further discussion at a Full Parish Council meeting.

26/012/PC – Staffing Budget and Financial Planning

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To review the financial implications of staffing and employment matters.
It was agreed that at the next finance meeting the committee will ask for a budget to reflect an additional person for 15hrs.
26/013/PC – Recommendations to Full Council
The agreed recommendations requiring approval by Full Council, including:
Contract amendments
Staffing structure
Employment policies
Budgetary implications arising from staffing matters
The Committee agreed that Councillors should undertake the room set-up for meetings
26/014/PC – Date of next meeting 12 November 2026 Time 16:30