



11th August 2022

To all Members of the POLICY, RESOURCES AND PERSONNEL Committee

You are hereby summoned to attend the Policy, Resources and Personnel Committee meeting of Fawley Parish Council **to be held on Wednesday 17th August, 2022 commencing at 7.15pm. The meeting will be held in The Council Chamber, Jubilee Hall, The Square, Fawley, Hants. SO45 1DD**

Stephanie Bennett

Clerk to the Council

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AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

- a. To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest;
- b. To receive any written requests for dispensations for disclosable pecuniary interests;
- c. To grant any requests for dispensation as appropriate.

3. PUBLIC SESSION

Members of the public may ask questions or submit comments about agenda items/parish council matters. Parish Councillors may also make comment at this time. Each person speaking is limited to three minutes. Duration of this agenda item to be no longer than fifteen minutes.

4. MINUTES

To consider and approve the minutes of the Committee meeting held on 16th February 2022 and 27th July 2022. See Appendices 4a and 4b

5. CHAIRMAN ANNOUNCEMENTS

6. FINANCE

- a. To receive the reports of the Cost Centres for Policy and Resources for the year to 8th August 2022. See Appendix 6a
- b. Clerk to report on the progress for updating the financial systems

7. INTERNAL AUDIT

To receive the report of the Internal Auditor. See Appendix 7.

8. POLICIES

To consider draft policies for:

- a. Management of Sickness Absence. See Appendix 8a
- b. Disciplinary Procedures within the Employee handbook. See Appendix 8b
- c. Drug and Alcohol Testing Policy. See Appendix 8c
- d. Health and Welfare within Employee Handbook. See Appendix 8d

9. SECURITY OF COUNCIL DATA AND MAILBOX ALTERNATIVES

- a. Clerk to report on the outcome of the security scan. See Appendix 9
- b. Clerk to brief councillors on an alternative method for providing councillors with email (current cost is £4.50 per month per account and revised cost is £10 per month for all)
- c. Councillors to consider whether the proposed arrangements would be welcomed for introduction May 2023

10. WORKFORCE BUDGET 2023 – 2024

Clerk to report on arrangements for calculating budget to be considered at the November meeting

11. SICKNESS ABSENCE 2021

To receive the report of the Clerk. See Appendix 11

12. CIVILITY AND RESPECT

To consider whether to make recommendation to Council to sign up for the Civility and Respect Pledge:

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy¹
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local [Local Council Award Scheme](#)
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Further details can be found at <https://www.nalc.gov.uk/our-work/civility-and-respect-project>

¹ Fawley Parish Council will need to consider and adopt a Dignity at work Policy

13. HAMPSHIRE WILDLIFE TRUST GYM PROMOTION

To consider the report of the Centre Manager. See Appendix 13

14. STAFF GYM MEMBERSHIP

To consider the report of the Centre Manager. See Appendix 14

15. SAVING WATER

To consider closing the non football related showers at Gang Warily and all showers at QE2 for the period of water restrictions

16. COMMITTEE ACTION PLAN

See Appendix 16

17. COUNCILLOR NEWS AND COMMENT

18. EXCLUSION OF PUBLIC AND PRESS

To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential

19. DEBTORS

20. COUNCIL STRUCTURE REVIEW

21. LEASES

22. JUBILEE HALL

23. DATE OF NEXT MEETING

16th November 2022 at 7.00pm
