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To: All Members of the Personnel Committee (Councillors Dave Biddleston, Deb Cooper, Tony Crouch, Andy McGuinness (Vice-Chairman), Brian Simmons, Allan Sinclair (Chairman) & Andy Wait.

Dear Councillor

You are requested to attend an Extraordinary meeting of the PERSONNEL COMMITTEE to be held in meeting room N1.4 of the B&NES Civic Centre building Keynsham **on FRIDAY 21ST June 2019 at 2 p.m. Please come to the B&NES Reception to be escorted to the meeting room.**

The Agenda for the meeting appears below.

17 June 2019

PP. Cllr Allan Sinclair
Chairman

EMERGENCY EVACUATION PROCEDURE

If the continuous alarm sounds, you must evacuate the building by the front exit and proceed to the assembly point at St. Cadoc House, Temple Street. Arrangements are in place for the safe evacuation of disabled people.

AGENDA

1. **APOLOGIES FOR ABSENCE**

RECOMMENDATION:
To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

3. **DISPENSATIONS**

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. **CONFIRMATION OF MINUTES**

RECOMMENDATION:
That the minutes of the last meeting of the Committee held on 11th June 2019 (previously circulated) be approved as a correct record and signed by the Chairman.

5. PUBLIC PARTICIPATION

- (a) In accordance with Standing Order 3(e), Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

RECOMMENDATION:

That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the Agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

- (b) With the agreement of the Chairman, Members of the Public may also speak on one single item detailed on the Agenda just prior to that item being discussed. Each person may speak for not more than two minutes, with a maximum of two speakers per item in favour and two speakers per item against or at the Chairman's discretion. To facilitate the smooth running of the meeting, Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

RECOMMENDATION:

To note the members of the public who are wishing to speak on a particular Agenda item immediately before that item is to be discussed at the current meeting.

6. DATE OF NEXT MEETING

To be arranged.

7. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDATION:

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

Items 8 and 9 are to progress staffing issues. Information about an individual member of staff is confidential between the Council and the staff member. Under the Data Protection Act 2018/EU General Data Protection Regulations a Council also has obligations as to how it uses such information about an individual.

Item 10 involves commercially and legally sensitive information.

8. GRIEVANCE

The Town Council has received a grievance from an Employee.

RECOMMENDATIONS:

- (i) To nominate 3 Members of the Committee to constitute the Grievance Panel to address this particular matter and determine a date for the panel to convene.
- (ii) On the advice of Ellis Whittam to nominate 3 Councillors who are not members of the Committee to constitute the Appeals panel for this particular matter should an appeals panel be required.

9. APPOINTMENT OF PERSONNEL PANELS FOR THE MUNICIPAL YEAR

In order to save having to convene an Extraordinary Personnel Committee meeting each time there is a (time-constrained) grievance or disciplinary matter to be addressed and appoint relevant panels, the following is recommended.

RECOMMENDATIONS:

- (i) To nominate 3 Members of the Committee to constitute the Grievance/Disciplinary panel for the remainder of the municipal year.
- (ii) To nominate 3 Members of the Committee to constitute the Appeals panel for the remainder of the municipal year.

10. REQUEST FOR SPECIAL DISPENSATION FOR ANNUAL LEAVE

Following the Clerk's email sent to all staff on the established custom and practice for Annual leave re-iterated by Personnel Committee on 11th June 2019, the attached request has been received from a member of staff.

RECOMMENDATION:

To consider the request.

11. OFFICE CLOSURE – NEW DEVELOPMENTS

The Town Council offices were subject to a substantial amount of water ingress over the weekend which the Town Clerk attended to on Sunday. The new problem compounds the existing issues in respect of any proposed decontamination and cleaning and also timelines on when the staff can be relocated back. A full updated appraisal of the current situation and action plan for discussion will be circulated to the Committee following a meeting with the contractors and landlord either Wednesday or Thursday this week.

RECOMMENDATION:

To consider the report and make recommendations to Finance Committee/Town Council as appropriate.

