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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 Room E1.1, Civic Centre, Market Walk, Keynsham on **MONDAY 21st OCTOBER 2019 at 6PM. (Access after 5pm is via the rear of the building)**

The Agenda for the meeting appears below.

15th October 2019

Cllr Allan Sinclair
Chairman

EMERGENCY EVACUATION PROCEDURE

If the continuous alarm sounds, you must evacuate the building by the front exit and will be directed to the Assembly Point.

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 6th August 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 Cttee 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.

6. TIMES OF MEETINGS OF THE COMMITTEE

On resolution of the Town Council, for each Committee and Working Party to consider what preferred time(s) are suitable for members to meet in future with a view to reducing the number of evening meetings. Scheduled meetings of the Personnel Committee currently occur on Tuesdays at 7.30pm. However Extraordinary meetings tend to occur subject to Members availability.

RECOMMENDATION:

To defer until the next scheduled meeting on Tuesday 26th November.

7. DATE OF NEXT MEETING

The next scheduled meeting will be held on Tuesday 26th November at 7.30pm

8. 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.

Item 9 is to progress staffing issues. Information about any 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.

9. INVESTIGATION REPORT

To consider the report