



Town Clerk: Cheryl Scott
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To: All Members of the Personnel Committee (Councillors K Baker, D Biddleston, T Crouch, C Duckett, C Fricker, L O'Brien and A Sinclair (Chairman) including Cllr R Elcome (substitute member for Cllr A Sinclair)

Dear Councillor

You are requested to attend a meeting of the PERSONNEL COMMITTEE to be held in the Town Council Office, **15 – 17 Temple Street, Keynsham**, on **TUESDAY 5 FEBRUARY 2019** at **7.30 p.m.**

The Agenda for the meeting appears below.

29 January 2019

Dr Cheryl Scott
TOWN CLERK

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

RECOMMENDATION:

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 19th September 2017) 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 38 (Non-disclosable pecuniary interests)

3. DISPENSATIONS

In accordance with Standing Order 37(a), 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 27th November 2018 (previously circulated) be approved as a correct record and signed by the Chairman.

5. DATE OF NEXT MEETING

To be arranged.

6. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDATION:

To suspend Standing Order 77; 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.

All items 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 1998/General Data Protection Regulations a Council also has obligations as to how it uses such information about an individual.

7. CLERK'S GENERAL UPDATE ON STAFFING MATTERS (briefing document)

RECOMMENDATION:

To note the report.

8. IMPLEMENTATION OF NJC PAY AWARD/NEW PAY SPINE (briefing document)

RECOMMENDATION:

To consider the report and make recommendations to Full Council.

9. RECRUITMENT (briefing document)

- a) Grounds Maintenance Worker
- b) Litter Picker

RECOMMENDATION:

To consider the report.

10. YOUTH SERVICE (briefing document)

To consider staffing requirements from April 2019 onwards.

RECOMMENDATION:

To consider the report.

11. PROCEDURES FOR MANAGING EMPLOYMENT MATTERS PERTAINING TO THE TOWN CLERK (briefing document)

RECOMMENDATION:

To consider the report.

12. VOLUNTEER POLICY (briefing document)

RECOMMENDATION:

To consider the report.

13. NDP STAFFING RESOURCES (to follow)

RECOMMENDATION:

To consider the report.