



Town Clerk: Cheryl Scott
15 – 17 Temple Street,
Keynsham, Bristol BS31 1HF
Temporary Telephone: 01225 395951
Fax: 0117 986 6359
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

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 a meeting of the PERSONNEL COMMITTEE to be held in the Upstairs Room of the Key Centre Charlton Rd Keynsham on **TUESDAY 6TH AUGUST 2019 at 11.30AM.**

The Agenda for the meeting appears below.

30th July 2019

Dr Cheryl Scott
Town Clerk

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 21st 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 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. 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 -14 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.

8. CLERKS BRIEFING FOR NOTING

RECOMMENDATION:

To note the report

9. JNC YOUTH WORKER PAY AWARD

RECOMMENDATION:

To approve the award being applied to the September payroll onwards

10. CHRISTMAS SHUT DOWN

RECOMMENDATION:

To determine the Council's policy for closing of the office over the Christmas break 2019/20

11. JOB EVALUATIONS

A revised quotation has been received from South West Councils that is higher than originally budgeted for.

RECOMMENDATION:

To consider the quotation and make a recommendation to Town Council

12. EMPLOYMENT MANAGEMENT PROCESSES

To receive reports and recommendations on employment management matters including grievance and appeals panels and the administration of Annual Leave

RECOMMENDATIONS:

To consider the report and recommendations

13. STAFF RESOURCE FOR NEIGHBOURHOOD DEVELOPMENT PLAN

The Town Council have endorsed the request from the NDP Steering Group to provide experienced staff resource to support the completion of the NDP. The matter has been referred to Personnel Committee to determine appropriate positions/salaries and the recruitment process.

RECOMMENDATION:

To consider the report

14. SENIOR OFFICERS' HOURS

RECOMMENDATION:

To consider the recommendations of the Committee Review Working Party and any further actions in respect of the ongoing matter of addressing the number of hours currently worked by senior officers (Item 13 above also refers)

