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To: All Members of the Personnel Committee (Councillors Dave Biddleston, Deb Cooper, Tony Crouch, Andy McGuinness, 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 **KEY CENTRE, (upstairs room), Charlton Road, Keynsham, on TUESDAY 11<sup>th</sup> June 2019 at 7.30 p.m.**

The Agenda for the meeting appears below.

4 June 2019

Dr Cheryl Scott  
TOWN CLERK

### **EMERGENCY EVACUATION PROCEDURE**

When the continuous alarm sounds, you must evacuate the building by the exit. You will be directed to safe assembly point

Arrangements are in place for the safe evacuation of disabled people.

### **AGENDA**

1. **APPOINTMENT OF CHAIRMAN**

To note that Councillor Allan Sinclair be appointed Chairman of this Committee for the 2019-2020 municipal year, as agreed at the Annual Meeting of the Town Council on 14<sup>th</sup> May 2019.

2. **APPOINTMENT OF VICE-CHAIRMAN**

To note that Councillor Andy McGuinness be appointed Vice-Chairman of this Committee for the 2019-2020 municipal year, as agreed at the Annual Meeting of the Town Council on 14<sup>th</sup> May 2019.

3. **MEMBERSHIP**

To note that Councillors Dave Biddleston, Deb Cooper, Tony Crouch, Andy McGuinness, Brian Simmons, Allan Sinclair and Andy Wait be appointed members of the Committee for the municipal year 2019-2020 as agreed at the Annual Meeting of the Town Council on 14<sup>th</sup> May 2019.

4. TERMS OF REFERENCE

To note the Committee's Terms of Reference (attached) as agreed at the Annual Meeting of the Town Council on 14<sup>th</sup> May 2019.

5. APOLOGIES FOR ABSENCE

To receive apologies for absence.

6. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16<sup>th</sup> 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).

7. 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.

8. CONFIRMATION OF MINUTES (attached)

RECOMMENDATION:

That the minutes of the last meeting of the Committee held on 5<sup>th</sup> February 2019 (previously circulated) be approved as a correct record and signed by the Chairman.

9. 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.

10. NALC BEING A GOOD EMPLOYER GUIDE (attached)

The guide, published in 2016 is circulated to all members of Personnel Committee.

RECOMMENDATION:

To note receipt of the publication.

11. REVIEW OF PROPOSED NEW STANDING ORDER 19 – HANDLING STAFF MATTERS (attached)

At the Annual meeting, the Town Council referred the proposed Standing Order 19 to the Personnel Committee for review and recommendation.

RECOMMENDATION:

To consider SO19 and make recommendations to Town Council.

12. EQUALITY AND DIVERSITY POLICY (attached)

A more fulsome policy than the existing one has been circulated for review. This proposed new policy will also underpin any future procurement activities by the Town Council and will therefore also be submitted to the next Finance Cttee for review (on Wednesday 12<sup>th</sup> June) for their recommendations prior to full approval by the Town Council at its meeting of Tuesday 18<sup>th</sup> June.

RECOMMENDATION:

To consider the new Equality and Diversity policy and make recommendations to Town Council.

13. DATE OF NEXT MEETING

The next scheduled meeting of the Committee is Tuesday 26<sup>th</sup> November 2019 (Salaries Budget Meeting). It may however be required to be convened prior to this date in order to deal with emerging/emergency Personnel matters.

14. 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.

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 2018/EU General Data Protection Regulations a Council also has obligations as to how it uses such information about an individual.

15. CLERK'S GENERAL UPDATE ON STAFFING MATTERS (In Clerk's Confidential Briefing Document)

The Clerk's report will detail various Personnel matters that have arisen since the last meeting and are either resolved or in the process of being resolved without any current requirement for the Cttee to be involved in any decision. All subject matter in the report is therefore for noting.

RECOMMENDATION:  
To note the report.

16. YOUTH SERVICE RECRUITMENT (In Clerk's Confidential Briefing Document)

RECOMMENDATION:  
To consider the report.

17. ANNUAL INCREMENTS (In Clerk's Confidential Briefing Document)

Following on from the last Personnel Cttee meeting in February, a report is presented to enable the Cttee to determine how it should best approach the matter

RECOMMENDATION:  
To consider the report.

18. NJC PAY AWARD/JOB EVALUATIONS (In Clerk's Confidential Briefing Document)

Following the last meeting of Personnel Cttee in February, the new report provides further information to enable the Cttee to now make an informative decision on the way forwards.

RECOMMENDATION:  
To consider the report.

19. EMPLOYEE HOURS/WORKLOAD (to follow)

A letter has been received by the Chairman of Council pertaining to the current working hours and workload of two employees. The February 2019 meeting of the Personnel Cttee acknowledged/minuted it would need to discuss this issue at its next meeting and a report is presented.

RECOMMENDATION:  
To consider the report.