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

Dear Councillor

You are requested to attend a REMOTE meeting of the PERSONNEL COMMITTEE on **TUESDAY 15TH September 2020 at 7.30 pm by zoom video-conferencing software.**

The Agenda for the meeting appears below.

9th September 2020

Dr Cheryl Scott
Town Clerk

This meeting is open to Members of the Public unless and until the press and public are to be excluded. For telephone dial in details please contact the Town Clerk.

To Join the Meeting

<https://us02web.zoom.us/j/83478544369?pwd=bGVVSIRXQnVFVWZtcEUxK3FCZTlkQT09>

Meeting ID: 834 7854 4369

Passcode: 411302

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014).

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. RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

That the Minutes of the Personnel Cttee meeting held on 10th February 2020 (previously circulated) be confirmed as a true 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.

6. NJC PAY AWARD

Agreement has been reached on the NJC Pay Award for 2020-2021 for Local Government officials. An Increase of 2.75% has been agreed backdated to 1st April 2020. There has been an alteration to minimum contractual Annual leave for new starters but this is not applicable to Town Council staff. The Clerk will add backdated pay to the September payroll run as part of the Council's contractual obligations to its employees.

RECOMMENDATION

To note the above

7. DATE OF NEXT MEETING

To note the next scheduled meeting (Annual Salary review) will be held on Tuesday 17th November 2020 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. Items 13 onwards are to progress staffing issues.

9. CLERK'S UPDATE ON STAFFING MATTERS

The Clerk's confidential report will detail any Personnel matters that do not have any current requirement for the Cttee to be involved in any decision unless a separate item on the Agenda. All subject matter in the report is therefore for noting.

RECOMMENDATION:

To note the report.

10. GROUNDS MAINTENANCE TEMPORARY CONTRACTS

RECOMMENDATION

To review temporary contracts

11. GRIEVANCE AND DISCIPLINARY MATTERS

To receive an update from the Chair of Personnel

RECOMMENDATIONS

- (i) To ratify any delegated decisions
- (ii) To approve any new recommendations from the Chair including (if necessary) authorisation for any expenditure/payments.

12. SENIOR OFFICERS TOIL/ANNUAL LEAVE/WORKLOAD

RECOMMENDATION

To consider a report from the Town Clerk

13. REMOTE AND OFFICE WORKING

RECOMMENDATION

To consider future arrangements for home and office working for the remainder of the financial year

14. EMPLOYEE HANDBOOK, POLICIES AND PROCEDURES REVIEW

This matter was raised at a recent meeting during discussion and has been brought back as an Agenda item.

RECOMMENDATION

- (i) To determine the brief of the review
- (ii) To consider how best for the Cttee to implement a review/update of the above including the terms of reference/constitution of any working party/sub-Cttee if so required.

15. NEW HR/HEALTH AND SAFETY CONTRACT NOVEMBER 2020

The Council's 3 year contract with its current supplier is due to end in November. The Cttee has the option to recommend to Town Council an extension for a further year of the existing contract or to determine if it wishes to go out to tender now for 3 quotes.

RECOMMENDATION

To consider the above

16. ANNUAL SALARIES 6 MONTH BUDGET MONITORING UPDATE

RECOMMENDATION

In light of COVID and staff changes, to review the current progress against budget for the first 6 months of the financial year.

17. NEW STAFF APPOINTMENTS

Following recent staff departures and recruitment of staff being postponed earlier in the year owing to COVID, the Cttee is invited to review current and future staffing levels for each department and determine the specifications/job descriptions etc for any new appointments. This to include matters referred to the Committee by Finance & Policy Cttee

RECOMMENDATION

To review and determine staffing requirements for each department going forwards.