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

Dear Councillor

You are invited to participate in a **REMOTE MEETING OF PERSONNEL COMMITTEE on Tuesday 9th February 2021 commencing at 7.30 pm**

Signed on 2nd February 2021

By Dr Cheryl Scott, Town Clerk

This meeting is open to Members of the Public. For telephone dial in details please contact the Town Clerk.

To Join the Meeting

<https://us02web.zoom.us/j/87261849013?pwd=ZEhSVlJ2ZGIEY1VwempINVhvb1NpUT09&from=addon>

Meeting ID: 872 6184 9013

Passcode: 693121

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. PUBLIC PARTICIPATION

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.

5. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the minutes of the extraordinary meeting held on 26th January 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. CHRISTMAS CLOSURE 2021/2022

DEC

M	T	W	Th	F	S	S
20	21	22	23	24	25	26
27BH	28BH	29	30	31	1	2
3BH						

RECOMMENDATION:

To consider dates for Christmas closure (if any).

7. DATE OF NEXT MEETING

To be arranged.

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 8 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. GRIEVANCE AND DISCIPLINARY MATTERS

RECOMMENDATIONS:

- (i) To receive any updates and reports
- (ii) To ratify any delegated decisions
- (iii) To consider any recommendations
- (iv) To consider any expenditure/payment for approval under delegated authority or to be put forward to the next Town Council meeting for approval
- (v) To consider the merits of having this item as a standard item on all future Agendas.

11. ANNUAL LEAVE/TOIL

A report is provided on various matters related to annual Leave and TOIL.

RECOMMENDATION:

To consider the report.

12. REQUEST FOR FLEXIBLE WORKING

RECOMMENDATION:

To consider a request for flexible working.

13. MEDIATION

This is an outstanding action arising from the Personnel Cttee meetings of 3rd and 10th Feb 2020 which has been delayed owing to COVID. A report is provided.

RECOMMENDATION:

To consider the report.

14. FUTURE BARRIER OPERATION

The Cttee need to consider how and whether High Street barrier operation will be undertaken by Town Council staff going forwards owing to recent changes in staff circumstances. A report is provided to include suggestions from B&NES and options and implications for the Town Council and its staff going forwards.

RECOMMENDATION:

To make recommendations to Town Council.

15. GROUNDS MAINTENANCE RECRUITMENT and OUT OF HOURS EMERGENCY COVER

A report is provided on options for progressing recruitment of a full complement of Grounds Maintenance staff to commence April 2021. This includes a wider discussion on the Council's current and future employment contracts in respect of any need to address out of hours working/emergency cover.

RECOMMENDATION:

To consider the report.

16. SKILLS AUDIT UPDATE

RECOMMENDATION:

To receive an update from the Chairman on progress.

17. COUNCILLOR TRAINING

A report is provided by the Town Clerk in respect of the progress of Councillors training.

RECOMMENDATION:

To consider the report.