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To: All Members of the Personnel Committee (Councillors Dave Biddleston, Deb Cooper (Chairman), Clive Fricker, 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 Thursday 29th April 2021 commencing at 7.30 pm**

Signed on 22nd April 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](#)

Meeting ID: 838 5967 9360

Passcode: 037257

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 TWO meetings held on 25th February 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. DIGNITY AT WORK POLICY

To consider a draft Dignity at Work policy.

7. ROLE OF DUAL HATTED COUNCILLORS

To consider a report on the role of dual hatted Councillors and to decide on recommendations to Town Council.

8. PROPOSED CHANGES TO STANDING ORDERS/POLICIES AND PROTOCOLS

To consider the proposed changes to Standing Orders and other relevant protocols and policies following outcomes of previous Personnel Committee meeting discussions.

9. RECRUITMENT ADVERTISING

To consider alternatives to Indeed for advertising Council positions.

10. DATE OF NEXT MEETING

The next scheduled meeting of the Personnel Committee is Tuesday May 25th however, this will be before National Lockdown ends and after virtual meetings are no longer permissible in law. A virtual consultation meeting could be arranged with available members of the Cttee but decision-making would need to be delegated to the Town Clerk.

RECOMMENDATION

To decide on arrangements and dates for the next meeting.

11. 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.

12. CLERK'S UPDATE

To receive an update from the Clerk on staff matters for noting.

13. DISCIPLINARY, GRIEVANCE, FLEXIBLE WORKING AND OTHER PROCEDURAL STAFF MATTERS (IF ANY)

This is an automatic Agenda Item for all Personnel Cttee meetings as Council's procedures are often time-limited.

14. ACCRUED ANNUAL LEAVE/TOIL

RECOMMENDATION

To receive an update on the accrued TOIL/Annual Leave of the two senior officers at year end 31st March and determine a course of action.

15. DRAFT TOIL POLICY FOR CONSULTATION

RECOMMENDATION

To consider a draft TOIL policy for subsequent staff consultation.

16. SKILLS AUDIT

Following discussions with all administrative staff recommendations have been made on proposed new roles and responsibilities including recruitment of new staff.

RECOMMENDATION

To consider the report.

17. RE-GRADING EXERCISE

Updated quotes are provided in respect of the re-grading exercise which is required to be conducted in response to the NJC re-organisation of spinal points for 2019/20 onwards and assigning salary levels to the proposed new positions.

RECOMMENDATION

To recommend appointment of a supplier to conduct the re-grading exercise.