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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 a **Personnel Committee meeting on Wednesday 8<sup>th</sup> December 2021 commencing at 7.00 pm in the Town Council office.**

Signed on 1<sup>st</sup> December 2021

By Dawn Drury, Acting Town Clerk

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**

##### **RECOMMENDED.**

That the Minutes of the meeting held on 15 November 2021 (previously circulated) be received and noted.

#### **6. DATE OF NEXT COMMITTEE MEETING**

##### **RECOMMENDED:**

To be arranged in 2022.

#### **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, sensitive staff matters.

#### **8. RECRUITMENT PROCESS FOR TOWN COUNCIL VACANCIES (Copy of staff structure attached)**

To consider the proposed staff structure (copy circulated with this agenda) and decide on the process in respect of appointment of the vacant posts within the Council, including possible recruitment time scales and interview panels. The process to include contact with Ellis Whittam to seek assistance with the recruitment of a new Town Clerk.

#### **9. INFORMATION FROM UNISON (Notice attached)**

To receive and note the notice received from Unison.