



Town Clerk: Dawn Drury
15 – 17 Temple Street,
KEYNSHAM, BRISTOL BS31 1HF
Temporary Telephone: 07904 161097
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

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

Dear Councillor

You are invited to an **Extraordinary Personnel Committee meeting on Thursday 3rd March 2022 commencing at 6.00 pm in Town Council office**

Signed on 28th February 2022

By Dawn Drury, 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

RECOMMENDATION:

That the minutes of the meeting held on 8th December 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. LAPTOP & MOBILE PHONE REQUIREMENTS FOR NEW STAFF.

With the employment of six new members of staff, the matter of allocation of computers and mobile phones needs to be considered.

RECOMMENDATION:

To decide on the number of laptops and mobile phones to be purchased, if any.

7. MATTERS RELATING TO WORKING FROM HOME

RECOMMENDATION:

- (i) To decide whether working from home should be permitted going forward.***
- (ii) Whether to cease working from home payments.***

8. DATE OF NEXT COMMITTEE MEETING

The next scheduled meeting will be held on Tuesday 25th May 2022 at 7.30pm in the Town Council office. Additional meetings may be arranged, as required.

9. 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. Item staff salaries.

10. RESPONSIBLE FINANCIAL OFFICER AND DEPUTY TOWN CLERK POSTS.

RECOMMENDATION:

- (i) To review salaries allocated to the posts of Responsible Financial Officer and Deputy Town Clerk.*