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To: All Members of the Personnel Committee (Councillors Souzan Alenshasy, Martin Burton, Chris Davis, Clive Fricker, Andy Halliday, Hal MacFie and Andy Wait.

Dear Councillor

You are invited to an **Extra Ordinary Personnel Committee meeting on Wednesday 21st June 2023 commencing at 4.15 p.m. in the Town Council Office**

Signed on 14th June 2023

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. ELECTION OF CHAIRMAN 2023/2024

RECOMMENDED:

To elect a Chair of the Personnel Committee for the Municipal Year 2023/2024.

2. ELECTION OF VICE CHAIRMAN 2023/2024

RECOMMENDED:

To elect a Vice Chair of the Personnel Committee for the Municipal Year 2023/2024.

3. MEMBERSHIP OF THE PERSONNEL COMMITTEE 2023/2024

RECOMMENDED:

To note that Councillors S Alenshasy, M Burton, C Davis, C Fricker, A Halliday, H MacFie and A Wait are the appointed Town Council members of the Committee for the Municipal Year 2023/2024, as agreed at the meeting of the Town Council on 23rd May 2023.

4. APOLOGIES FOR ABSENCE

RECOMMENDED:
To receive apologies for absence.

5. 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).

6. 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.

7. 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.

RECOMMENDED:
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.

8. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:
That the minutes of the meeting held on 28th April 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.

9. TERMS OF REFERENCE

NAME OF COMMITTEE	PERSONNEL Committee
MEMBERSHIP WITH VOTING RIGHTS	7 members of the Town Council

FUNCTIONS	<ul style="list-style-type: none"> (i) To give consideration to all matters relating to: <ul style="list-style-type: none"> (a) Terms of employment of staff (b) Conditions of service of staff (c) Welfare of staff (d) Training of staff (e) Recruitment of staff (f) Employment Handbook(s) and policies therein (ii) To keep under review employees' contracts of employment and examine the Council's responsibilities under the Health and Safety at Work etc. Act 1974; (iii) in conjunction with The Town Council's HR advisers; To review (and where necessary, implement) disciplinary and grievance procedures relating to staff, in accordance with the Employment Protection Acts, the provisions of the National Conditions of Service for Local Government Officers, Joint Negotiating Committee for Youth & Community Workers, ACAS, agreements made between the National Association of Local Councils and the Society of Local Council Clerks and in accordance with other relevant legislation. (iv) To discuss and resolve issues relating to staffing levels and re-grading, pay levels and staffing structures. (v) To formulate and review procedures for the selection and recruitment of staff and, unless delegated to the Town Clerk, make the necessary arrangements for the interview and appointment of staff as required. (vi) To undertake an annual salary review in November for incorporation in the draft budget presented to Town Council in December. (vii) To deal with any staff matters referred by The Clerk. (viii) To consider any other matters delegated to the Committee by the full Town Council.
DELEGATED POWERS	<p>The Personnel Committee is authorised to make decisions on behalf of Keynsham Town Council in relation to staffing matters and have financial responsibility for the Annual Salary Budget and Annual Salary Review. The overall purpose of this Committee is to effectively and</p>

	efficiently discharge the Council's duties as an Employer.
REFERRED BUSINESS	Any matters relating to appeals where the Town Council is required to constitute an Appeals Panel.
QUORUM	3 members of the Committee
FREQUENCY OF MEETINGS	November for Annual review of salary budget and thereafter on an ad hoc basis.

RECOMMENDED:

To receive and note the Terms of Reference for the Personnel Committee.

10. FOUR YEAR TOWN COUNCIL PLAN (Attached)

RECOMMENDED:

To consider the Keynsham Town Council 4 Year Plan and to make a recommendation to full Council of any amendments or additions required.

11. TIMEOUT CLOSURE REQUEST

A request has been made by the Town Council Lead Youth Worker that TimeOut be closed for the week following the Nova Fest, as the Staff will be tired following the set up (on the Thursday), launch party (Friday), two days of the Nova Fest (Saturday & Sunday) and closedown.

RECOMMENDED:

To consider the request of the closure of TimeOut for the week commencing 10th July 2023

12. STAFF AND COUNCILLOR TRAINING – APRIL – JUNE 2023 (Attached)

RECOMMENDED:

To receive and note the attached training schedule.

13. CHRISTMAS CLOSEDOWN WEEK COMMENCING MONDAY 25TH DECEMBER 2023 – TUESDAY 2ND JANUARY 2024

A request is made to close the Town Council office for three days (Wednesday 27th, Thursday 28th and Friday 29th December) during the Christmas period.

If these are working days for staff, the days to be booked from their annual leave entitlement. To note that during the close down period the Town Council litter bins and playground safety checks will still be undertaken.

RECOMMENDED

To consider the request above.

14. POST OF SESSIONAL YOUTH (MUSIC STUDIO) WORKER

RECOMMENDED:

(i) To note that James McPhee has been appointed as Sessional Youth Music Studio Worker and commenced work with the Town Council on 31st May 2023.

15. TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992:

- NOTICE TO EMPLOYER OF AN OFFICIAL INDUSTRIAL ACTION BALLOT
(Letter attached)

RECOMMENDED:

To receive and note the attached letter.

16. NEW TOWN COUNCIL POLICY – EMPLOYEE WELLBEING POLICY (Attached)

RECOMMENDED:

- (i) To receive and review the Employee Wellbeing Policy.*
- (ii) To make any amendments/additions.*
- (iii) To recommend to Town Council adoption of the Policy.*

17. ANTI BULLYING AND HARASSMENT POLICY (Attached)

RECOMMENDED:

- (i) To receive and review the Anti Bullying and Harassment Policy.*
- (ii) To make any amendments/additions.*
- (iii) To recommend to Town Council adoption of the Policy.*

18. DATE OF NEXT COMMITTEE MEETING

RECOMMENDED:

To note that the next scheduled meeting of the Committee is set for Tuesday 14th November 2023 at 7.30 p.m. in the Town Council office, however between now and then a next meeting will be scheduled when there is a requirement to convene a meeting to deal with emerging/emergency Personnel matters.

19. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

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 (Item 20 - 23).

20. URGENT MATTERS RELATING TO THE PERFORMANCE OF AN EMPLOYEE.

RECOMMENDED:

(i) To receive verbal information in respect of this matter from the Town Clerk.

21. CHANGE OF EMPLOYEES WORK PATTERN (See Confidential report)

22. CLINICAL SUPPORT FOR MEMBER OF STAFF (See Confidential report)

23. ANNUAL LEAVE REQUEST FROM AN EMPLOYEE – MONDAY 7th AUGUST – FRIDAY 25TH AUGUST 2023 (See Confidential Report & letter)