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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 Thursday 5<sup>th</sup> October 2023 commencing at 5.00 p.m. in the Town Council Office**

Signed on 28<sup>th</sup> September 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. APOLOGIES FOR ABSENCE

#### *RECOMMENDED:*

*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.

**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.*

5. **RECORD OF PREVIOUS MEETINGS**

**RECOMMENDED:**

*That the minutes of the meeting held on 21<sup>st</sup> June 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.*

6. **STAFF AND COUNCILLOR TRAINING – JULY – SEPTEMBER 2023 (Attached)**

**RECOMMENDED:**

*To receive and note the attached training schedule.*

7. **DATE OF NEXT COMMITTEE MEETING**

**RECOMMENDED:**

*To note that the next scheduled meeting of the Committee is set for Tuesday 14<sup>th</sup> 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.*

8. **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 9 - 13).*

9. **URGENT MATTERS RELATING TO VOLUNTEER SAFEGUARDING  
(Confidential report attached).**

**RECOMMENDED:**

- (i) *To receive the report and verbal information in respect of this matter from the Town Clerk and Vice Chair of Personnel Committee.*

10. VOLUNTEER INDUCTION PACK  
(Safeguarding Policy and Procedures, Volunteering Policy Statement & Volunteers Complaints Procedure (Safeguarding Policy to follow).

*RECOMMENDED:*

- (i) To review the attached policies and procedures and make recommendations to full Council for approval.*
- (ii) To note that the Volunteer Induction Pack will also include a DBS application form and role description including details of volunteer requirements (days/times)*
- (iii) To approve a process for volunteer induction interviews (who to be conducted by, etc.)*

11. STAFF APPRAISAL POLICY AND PROCEDURE (Attached)

*RECOMMENDED:*

- (i) To receive and note the Staff Appraisal Policy and Procedure.*
- (ii) To recommend to Council that the Staff Appraisal Policy and Procedure is adopted.*

12. RECRUITMENT OF YOUTH SUPPORT WORKER – REPLACEMENT FOR YOUTH WORKER THAT HAS RESIGNED.

- (i) To receive a verbal update from the Town Clerk.*
- (ii) To consider and decide on the hours for this role. The Town Clerk will provide the comparison figures at the meeting.*

13. REQUEST TO WORK FROM HOME BY TWO EMPLOYEES.

*RECOMMENDED:*

- (i) To receive verbal information from the Town Clerk.*
- (ii) To consider the request.*

14. STAFFING MATTERS UPDATE

*RECOMMENDED:*

- (i) To receive a verbal update on staffing matters.*