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To: All Members of the Personnel Committee (M. Burton (Vice-Chair), C. Davis, C. Fricker, A. Halliday (Chair), H. MacFie and A. Wait)

c.c. All Town Councillors

Dear Councillor

You are invited to attend a **Personnel Committee meeting on Thursday 26<sup>th</sup> September 2024 commencing at 5.00 p.m. in MakeSpace, Riverside Terrace.**

Signed on 19<sup>th</sup> September 2024

By Dawn Drury, Town Clerk

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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 and accept 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 Personnel Committee meeting held on 22<sup>nd</sup> July 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.*

#### 6. APPRAISALS UPDATE

To note that the following staff either have their appraisal scheduled or will be invited to attend an appraisal meeting over the next few months.

Dawn Drury, Abi Gray, Kevin Summers, Lewin Hayes, Ibby Kramar, Jamie Osborne, Kelly Jones.

All other staff have now been through the appraisal process.

**RECOMMENDED:**

- (i) To receive and note the update on appraisals as above.*
- (ii) To decide who will undertake the Town Clerk's appraisal (note – this should not be the Chair of Council) and when this should be undertaken.*

#### 7. REVIEW OF TERMS OF REFERENCE (attached)

**RECOMMENDED:**

*To review the Terms of Reference for the Personnel Committee.*

#### 8. UPDATE ON APPOINTMENT OF YOUTH SUPPORT WORKER

**RECOMMENDED:**

*To note that subject to satisfactory references and a DBS Check Esme Winter will be appointed as Youth Support Worker with Keynsham Town Council starting on Monday 30<sup>th</sup> September 2024.*

9. STAFF MEMBER PROBATIONARY

*RECOMMENDED:*

*To note that James Gay has successfully completed his three-month probationary period.*

10. STAFF AND COUNCILLORS TRAINING SCHEDULE (to follow)

*RECOMMENDED:*

*To receive and note the attached schedule.*

11. EMPLOYEE TRAINING UPDATE – IBOLYA KRAMAR

Due to work commitments in her full-time post currently Ibbey is not in a position to commence her Level 4 Youth Work course.

*RECOMMENDED:*

*To receive and note the information above.*

12. PERFORMANCE IMPROVEMENT POLICY AND PROCEDURE (Policy to follow)

*RECOMMENDED:*

*(i) To receive and note the policy.*

*(ii) To approve the policy.*

13. DATE OF NEXT MEETING

*RECOMMENDED:*

*To note that the next Personnel Committee meeting is scheduled for 14<sup>th</sup> November 2024 but if required one may be called before this date.*

14. 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 (Items 15 -20).*

15. EXIT INTERVIEW YOUTH SUPPORT WORKER (Exit interview form to follow)

An exit interview was arranged for Louise Pearce on Monday 9<sup>th</sup> September, but due to the employee being sick this had to be cancelled. The employee was sent an exit interview form to complete.

16. MATTERS RELATING TO THE POSTS OF YOUTH DEVELOPMENT WORKER, MUSIC STUDIO MANAGER AND MUSIC STUDIO ASSISTANT.

*RECOMMENDED:*

*To receive a verbal update from the Town Clerk.*

17. ACCIDENT REPORT UPDATE (Report will be available on the Sharepoint and at the meeting)

*RECOMMENDED:*

*To receive and note the report.*

18. EMPLOYEE REQUEST FOR EXTENDED ANNUAL LEAVE (Report will be available on the Sharepoint and at the meeting)

*RECOMMENDED:*

- (i) To receive and note the request.*
- (ii) To approve the request.*

19. UPDATE ON YOUTH DEVELOPMENT OFFICER HR MATTER (Report to follow which will be available in SharePoint and at the meeting)

*RECOMMENDED:*

*To receive and note the report.*

20. EMAIL OF CONCERN (Email will be available on the Sharepoint and at the meeting)

*RECOMMENDED:*

- (i) To receive and note the email.*
- (ii) To decide on a course of action.*