



Town Clerk: Dawn Drury
15 – 17 Temple Street,
KEYNSHAM, BRISTOL BS31 1HF
Telephone: 0117 9868683
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

To: All Members of the Personnel Committee (as appointed at the Annual meeting of the Town Council on 21 May 2024)

c.c. All Town Councillors

Dear Councillor

You are invited to attend a **Personnel Committee meeting on Thursday 23rd May 2024 commencing at 6.30 p.m. in MakeSpace, Riverside Terrace.**

Signed on 15th May 2024

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 2024/2025

RECOMMENDED:

To elect a Chair of the Personnel Committee for the Municipal Year 2024/2025.

2. ELECTION OF VICE CHAIRMAN 2024/2025

RECOMMENDED:

To elect a Vice Chair of the Personnel Committee for the Municipal Year 2024/2025.

3. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive and accept apologies for absence.

4. **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).

5. **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.

6. **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.

7. **RECORD OF PREVIOUS MEETINGS**

RECOMMENDED:

That the minutes of the Extra Ordinary Personnel meeting held on 8th April 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

8. **UPDATE ON APPOINTMENT OF SESSIONAL MUSIC STUDIO WORKER**

RECOMMENDED:

To receive a verbal update from the Town Clerk.

9. **EMPLOYEE EXTENDED ANNUAL LEAVE REQUEST (Clause 5.5 of the Staff Handbook – Parental Leave attached)**

Further to the request for extended annual leave by the Town Council Business and Community Engagement Officer a further request has been made that one week of the extended annual leave be granted under clause 5.5 of the Staff Handbook – Parental Leave (unpaid leave).

RECOMMENDED:

To consider and approve the request.

10. KEYNSHAM TOWN COUNCIL PAY & CONDITIONS POLICY INCLUDING STAFFING STRUCTURE, PAY STATEMENT AND PAY MULTIPLE (To follow)

Amendments made following previous consideration. Updates made to the appendices,

RECOMMENDED:

To consider the attached Policy and recommend to full Council that it be approved.

11. EMPLOYEE HANDBOOK (Attached)

All staff have reviewed the Employee Handbook and no amendments/additions have been requested.

RECOMMENDED:

That a recommendation be made to full Council that the Employee Handbook be approved with no amendments/additions.

12. APPRAISALS UPDATE

To note that the following staff have now had their appraisals:

Katherine Sears, Mandy Hazell, Lisa Edwards, Kelvin Bush

To note that the following staff are booked to have their appraisal over the next few months.

Abi Gray, Allen Richards, Kate Ward, Vivienne McDonnell

RECOMMENDED:

- (i) To receive an update on appraisals from the Town Clerk*
- (ii) To decide who should undertake the Town Clerk's appraisal and whether training is required for the Appraiser(s).*

13. CHRISTMAS CLOSURE 2024.

During the Christmas period, historically the office has been closed for a period between Christmas and New Year.

This period runs from Monday 23rd December to Friday 27th December and includes two days' bank holiday on Wednesday 25th December and Thursday 26th December. Staff will be expected to take annual leave during any closure period.

The office will also be closed on Wednesday 1st January 2025 for the New Year bank holiday.

RECOMMENDED:

That the 2024 Christmas week office closure be approved.

14. **MANAGING MENTAL HEALTH & WELL BEING AT WORK – STRESS MANAGEMENT (Resources attached)**

The following information has been highlighted by our HR Advisors:

‘Stress, depression and anxiety accounted for almost half (49%) of all work-related ill-health cases in 2022/23. Mental Health Awareness Week, which this year ran from 13 to 19 May, is an opportune time for Employers to focus on promoting mental wellbeing in the workplace – whether that be through implementing supportive policies, organising training and workshops for Employees, or simply opening up the conversation.

From understanding your legal obligations to overcoming absences, managing mental health related matters in the workplace can be challenging’

Our HR company have suggested using the attached Resources.

RECOMMENDED:

That Council adopt and use the resources going forward.

15. **DATE OF NEXT MEETING**

RECOMMENDED:

To note that the next scheduled meeting of the Committee will be scheduled as and when required.

16. **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 17-19).

17. **UPDATE ON YOUTH DEVELOPMENT OFFICER - NEXT STEPS**

RECOMMENDED:

(i) To receive a verbal update from Cllr Burton and the Town Clerk.

18. **URGENT MATTERS RELATING TO THE PERFORMANCE OF AN EMPLOYEE (Diary to follow).**

RECOMMENDED:

(i) To receive the diary detailing the work and activities of the Employee since February 2024.

(ii) To decide if any action needs to be taken as a result of the information gained from the diary.

19. TOWN COUNCIL PAY AND CONDITIONS POLICY

RECOMMENDED:

- (i) To receive and note the Town Council Pay and Conditions Policy.*
- (ii) To recommend to Council to approve the Policy at the June meeting.*