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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 meeting of the **Personnel Committee on Thursday 27th February 2025 commencing at 2.00 p.m. in the Town Council Office.**

Signed on 20th February 2025

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 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 9th January 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. POLICIES (attached)

RECOMMENDED:

- (i) *To receive and review the following Policies:*
 - a) *KTC Carers Leave Policy.*
 - b) *Compassionate Leave Policy.*
- (ii) *To recommend that Council approves the Policies*

7. HEALTH ASSURED – WHISTLEBLOWING SERVICE (Information attached).

On the 26th of October, the UK's legislation changed and there is a new duty for all UK employers to take proactive steps to prevent the sexual harassment of their employees under The Worker Protection Act 2023.

As this falls under employee wellbeing, Health Assured have implemented a Disclosure and Whistleblowing line to help adhere to the new legislation surrounding sexual harassment and this would serve as a proactive step to help prevent sexual harassment in the workplace.

RECOMMENDED:

To receive and note the information and verbal information from the Clerk.

8. DATE OF NEXT MEETING

RECOMMENDED:

To note that the next Personnel Committee meeting will be called as and when required.

9. 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 10 - 14).

10. LITTER PICKER AND BANDSTAND ATTENDANT POSTS

RECOMMENDED:

- (i) To receive an update on the applications (closure date – Friday 28th February 2025)*
- (ii) To appoint a Councillor to the interview panel.*

11. RESIGNATION OF YOUTH WORKER (Papers to follow)

RECOMMENDED:

- (i) To receive and note the resignation letter*
- (ii) To approve the recruitment papers for this role*
- (iii) To appoint a Councillor to the interview panel.*

12. RESIGNATION/RETIREMENT OF ADMINISTRATIVE ASSISTANT (Papers to follow)

RECOMMENDED:

- (i) To receive and note the resignation/retirement letter*
- (ii) To consider the recruitment options as per the report.*
- (iii) To approve the chosen recruitment option and recruitment papers.*
- (iv) To appoint a Councillor to the interview panel.*

13. UPDATE ON MUSIC STUDIO MANAGER POST (Report to follow)

RECOMMENDED:

To receive and note the report

14. MATTERS RELATING TO THE POST OF YOUTH DEVELOPMENT WORKER (Reports to follow)

RECOMMENDED:

- (i) To receive and note the reports.*
- (ii) To consider and make decisions in respect of the recommendations within one of the reports.*