

To: All Members of the Personnel Committee: Cllrs M Burton, D Cooper, C Davis, C Fricker, A Halliday, H MacFie and A Wait

Substitutes Cllrs D Biddleston and D Brassington

c.c. All Town Councillors

Dear Councillor

You are invited to attend a meeting of the **Personnel Committee on Wednesday 7th January 2026 commencing at 7.00 p.m. in the Town Council Office.**

Signed on 24th December 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 October 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. RESIGNATION OF GROUNDS MAINTENANCE WORKER & APPOINTMENT TO THE POSITION OF GROUNDS MAINTENANCE WORKER (7 HOURS)

RECOMMENDED:

- (i) To note that a Grounds Maintenance Worker has resigned from Keynsham Town Council.*
- (ii) To re-advertise the post.*
- (iii) To appoint a Councillor for short listing and the interview panel.*

7. APPRAISALS UPDATE

RECOMMENDED:

To note that all staff have now had their annual appraisal except 3 Youth Workers who will have theirs in early January.

8. AVON PENSIONS ADMINISTRATION STRATEGY 2025 (Attached & Consultation Response Group's response to consultation to follow).

RECOMMENDED:

- (i) To receive and note the Avon Pension Fund Strategy and the Consultation responses.*
- (ii) To recommend to Council to approve the responses to submission to Avon Pension Fund by 30th January 2026.*

9. PENSION RE-ENROLMENT – 1ST MARCH DEADLINE 31ST MARCH 2026

RECOMMENDED:

- (i) To note that notification of the re-enrolment has been sent to all employees confirming pension status and requesting confirmation of pension status going forward e.g. remaining in scheme, remaining as opted out or requesting to join the pension scheme.*
- (ii) To note that the Clerk will undertake the Council's re-enrolment process in March 2026.*

10. TRAINING SCHEDULE (To follow)

RECOMMENDED:

To receive and note the training schedule (year to date).

11. KTC YOUTH SAFEGUARDING POLICY & PROCEDURES (Attached)

RECOMMENDED:

- (i) To review the KTC Youth Safeguarding Policy and Procedures.*
- (ii) To approve the Policy.*

12. KTC MANAGING YOUNG PEOPLE'S BEHAVIOUR AND SANCTION POLICY (Attached)

RECOMMENDED:

- (i) To review the KTC Managing Young People's Behaviour and Sanction Policy.*
- (ii) To approve the Policy.*

13. DETACHED – OUTREACH YOUTH WORK KTC POLICY (Attached)

RECOMMENDED:

- (i) To review the Detached – Outreach Youth Work KTC Policy.*
- (ii) To approve the Policy.*

14. CONFIDENTIALITY & DATA PROTECTION YOUTH SERVICE POLICY (Attached)

RECOMMENDED:

- (i) To review the Confidentiality & Data Protection Youth Service Policy.*
- (ii) To approve the Policy.*

15. TOWN COUNCIL UNACCEPTABLE ACTIONS POLICY (Attached)

RECOMMENDED:

- (i) To review the Town Council Unacceptable Actions Policy.*
- (ii) To approve the Policy.*

16. TOWN COUNCIL'S LONE WORKING POLICY (Attached)

RECOMMENDED:

- (i) To review the Town Council's Lone Working Policy.*
- (ii) To approve the Policy.*

17. DATE OF NEXT MEETING

RECOMMENDED:

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

18. 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 19 - 20).

19. REDUCTION IN YOUTH STAFF HOURS AND APPOINTMENT OF ONE NEW YOUTH SUPPORT ASSISTANT (Report attached)

RECOMMENDED:

- (i) To approve the reduction in hours of the two Employees.*
- (ii) To appoint a new Assistant Youth Worker on Scale 5 for 7 hours.*

20. KEYNSHAM CEMETERY GRAVE SPACE MAPPING

Council and residents have asked for maps to be displayed to help locate graves within Keynsham Cemetery (the maps will only display grave numbers and the location within the Cemetery – no personal details will be displayed).

Further information to be provided verbally by the Town Clerk.

RECOMMENDED:

- (i) To receive and note the information*
- (ii) To approve a way forward in respect of this matter.*