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To: All Members of the Personnel Committee (Councillors Dave Biddleston, Deb Cooper (Chairman), Andy McGuinness (Vice-Chairman), Brian Simmons, Allan Sinclair & Andy Wait.

Dear Councillor

You are invited to participate in a **REMOTE MEETING OF PERSONNEL COMMITTEE on Thursday 25<sup>th</sup> February 2021 commencing at 7.30 pm**

Signed on 19<sup>th</sup> February 2021

By Dr Cheryl Scott, Town Clerk

This meeting is open to Members of the Public. For telephone dial in details please contact the Town Clerk.

To Join the Meeting

<https://us02web.zoom.us/j/87261849013?pwd=ZEhSVlJ2ZGIEY1VwempINVhvb1NpUT09>

Meeting ID: 872 6184 9013

Passcode: 693121

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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

RECOMMENDATION:

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.

##### **RECOMMENDATION:**

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**

##### **RECOMMENDATION:**

That the minutes of the meeting held on 9<sup>th</sup> February 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

#### **6. DATE OF NEXT MEETING**

To be arranged.

#### **7. EXCLUSION OF PRESS AND PUBLIC**

##### **RECOMMENDATION:**

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. Items 8 onwards are to progress staffing issues.

#### **8. RECRUITMENT – GROUNDS MAINTENANCE**

The Cttee have recommended to Town Council that 2 full-time permanent Grounds Maintenance be appointed, to absorb litter picking and Bandstand seasonal posts, together with other weekend duties such as football as may be required in future.

##### **RECOMMENDATIONS**

- (i) To approve the job description and person specification
- (ii) To approve the pay scale/hours of work
- (iii) To approve the advertisement
- (iv) To nominate the shortlisting panel and agree dates for shortlisting
- (v) To nominate the interview panel and agree dates for interview

#### **9. RECRUITMENT – TEMPORARY ASSISTANCE FOR SENIOR OFFICERS**

Subject to approval by Town Council, the Cttee agreed to employ someone for 6 months with immediate effect to assist the senior officers at Assistant Clerk level. The Town Clerk has researched further and, given the length of time required for the recruitment process, the Cttee may prefer to consider the alternative of contracting out to a Clerk's locum service.

##### **RECOMMENDATION**

To consider the report.

**10. SKILLS AUDIT**

To receive an update on the skills audit.

**11. TOWN COUNCIL MEETING 24TH FEBRUARY 2021**

To consider any matters arising from the Town Council meeting of 24th February in respect of the recommendations made by the Cttee to the Council concerning the Grievance.

**RECOMMENDATION**

(I) To determine the appointment of professional mediators if required.