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

Dear Councillor

You are requested to attend a meeting of the PERSONNEL COMMITTEE on **TUESDAY 14<sup>TH</sup> JULY 2020 at 7.30 pm by zoom video-conferencing software.**

The Agenda for the meeting appears below.

8th July 2020

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/83195463865?pwd=M1BINGNUYzJTTmlnTTE4eklZTmM0dz09>

Meeting ID: 831 9546 3865

Password: 709866

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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. **APPOINTMENT OF CHAIRMAN**

To note the re-appointment of Councillor Deb Cooper as Chairman of the Committee for the Municipal Year 2020-2021, as agreed at the Annual Meeting of the Town Council on 19 May 2020.

2. **APPOINTMENT OF VICE CHAIRMAN**

To note the re-appointment of Councillor Andy McGuinness as Vice-Chairman of the Committee for the Municipal Year 2020-2021, as agreed at the Annual Meeting of the Town Council on 19 May 2020.

3. **MEMBERSHIP**

To note that Councillors Dave Biddleston, Deb Cooper, Tony Crouch, Andy McGuinness Brian Simmons, Allan Sinclair and Andy Wait are the appointed members of the Committee for the municipal year 2020/2021, as agreed at the Annual Meeting of the Town Council on 19 May 2020.

4. TERMS OF REFERENCE (attached)

To note the Committee's Terms of Reference (attached) as agreed at the Annual Meeting of the Town Council on 19 May 2020.

5. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

6. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16<sup>th</sup> 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).

7. 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.

8. RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

That the Minutes of the Personnel Cttee meeting held on 10<sup>th</sup> February 2020 (previously circulated) be confirmed as a true record and signed by the Chairman.

9. PUBLIC PARTICIPATION

(a) 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.

10. RATIFICATION OF DELEGATED DECISION – TEMPORARY GROUNDS MAINTENANCE SUPPORT

The Clerk took the delegated decision following consultation with the Chair and Vice Chair of Council and the Chair and Vice Chair of Personnel, to advertise internally for a temporary 21hr per week replacement post for Grounds Maintenance until 30<sup>th</sup> September.

RECOMMENDATION

To ratify the delegated decision

11. DATE OF NEXT MEETING

To note the next scheduled meeting (Annual Salary review) will be held on Tuesday 17<sup>th</sup> November 2020 at 7.30pm

12. 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 13 onwards are to progress staffing issues.

13. GRIEVANCE AND DISCIPLINARY MATTERS

Several matters will be presented to the Committee for consideration on how best to implement the Council's employment procedures in response to issues raised by Employees. This will include consideration of advice from Ellis Whittam.

RECOMMENDATION:

To determine the Town Council's responses, including appointment of any necessary panels and management of employment processes.

14. USE OF TOWN COUNCIL STAFF TO ASSIST WITH B&NES CLOSURES OF KEYNSHAM HIGH STREET AND TOWN COUNCIL PLAY AREA MONITORING

The Committee will be presented with a report from the Clerk in respect of available options.

RECOMMENDATION

To make recommendations to Town Council on use of Council staff/resources for the above.

15. RETURN TO OFFICE WORKING

Whilst this decision has been delegated to the Town Clerk by a full meeting of the Town Council, the Personnel Committee will be given the opportunity to discuss with the Clerk current thinking on how/when staff will be asked to return to working in the office with due regard to ensuring a COVID-secure office environment.

RECOMMENDATION

None – discussion only