

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on Tuesday 26th January 2021 starting at 7.00pm by Zoom conferencing.

PRESENT: Councillors D Cooper (Chairman), A McGuinness, D Biddleston, B Simmons

IN ATTENDANCE: Cheryl Scott – Town Clerk

78. APOLOGIES FOR ABSENCE

Cllrs Sinclair and Wait.

79. DECLARATIONS OF INTEREST

There were none.

80. DISPENSATIONS

There were none.

81. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the (previously circulated) Minutes of the Personnel Cttee meeting held on 15th December 2020 be confirmed as a true record and signed by the Chairman at a later date.

82. PUBLIC PARTICIPATION

There was none.

83. DATE OF NEXT MEETING

RESOLVED:

To note the next Personnel Committee meeting will be held on Tuesday 9th February 2021 at 7.30pm

84. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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.

85. GRIEVANCE AND DISCIPLINARY MATTERS

The Chairman gave the Committee an update on progress and advised the Committee that grievance and appeals panels should now be appointed. Owing to the non-availability of the usual Councillors nominated to sit on both panels, the Committee would need to appoint new Councillors to both panels.

RESOLVED:

RECOMMENDATION TO TOWN COUNCIL:

(i) To ratify date for hearing the grievance – Thursday 4th February between 1.00 p.m. – 3.30 p.m.

(ii) To ratify appointment of members to the grievance panel

Cllr Dave Biddleston – Chair of panel, Cllr Brian Simmons and
Cllr Andy Mc Guinness

(iii) To note that should the matter need to be taken forward to a grievance appeal hearing the Personnel Committee will convene a meeting to appoint a panel.

SIGNED:..... (Chairman) Dated:.....

DRAFT