

# KEYNSHAM TOWN COUNCIL

Minutes of the Extraordinary Personnel Committee meeting held on Tuesday 25th February 2021  
starting at 8.30pm by Zoom conferencing.

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**PRESENT:** Councillors D Cooper (Chairman), A Halliday (substituting for A Sinclair); A McGuinness, D Biddleston, B Simmons,

**IN ATTENDANCE:** Dawn Drury – Deputy Town Clerk

## **114. APOLOGIES FOR ABSENCE**

There were none.

## **115. DECLARATIONS OF INTEREST**

There were none.

## **116. DISPENSATIONS**

There were none.

## **117. PUBLIC PARTICIPATION**

There was none.

## **118. DATE OF NEXT MEETING**

RESOLVED

To note the next Personnel Committee meeting will take place on Tuesday 16<sup>th</sup> March 2021.

## **119. 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.

## **120. GRIEVANCE MEETING**

The Committee discussed the format of the grievance meeting held on 4<sup>th</sup> February 2021.

It was acknowledged the process of the meeting did not happen as intended and that one of the parties had been upset.

RECOMMENDATION

That an apology should be made to the party concerned to acknowledge the fact the meeting had not been held as intended.

## **121. MEDIATION**

The Chair of Personnel Committee reported that she had discussed the professional mediation with Ellis Whittam and Deborah White of ALCA. Also, she had also been in contact with LGRC and has been provided with a pool of very experienced mediators.

RESOLVED

That the Chair of Personnel take forward the matter of arranging mediation as discussed

## **122. NEXT STEPS REPORT**

The Committee discussed the outcomes recommended by the grievance panel following the grievance meeting held on 4<sup>th</sup> February 2021 and concluded the following matters need to be addressed by full Council.: -

- (i) The roles of Dual Hatted Councillors and Chairs of Committees
- (ii) The effectiveness of B&NES Standards procedures dealing with Code of Conduct Complaints and the current lack of sanctions for Town/Parish Councillors
- (iii) The updating of policies and procedures in respect of addressing bullying and harassment
- (iv) Councillor training
- (v) The format which any apologies should take

### **RESOLVED**

- (i) That a paper in respect of the role of Dual Hatted Councillors be prepared for consideration at full Council for approval
- (ii) That a letter to be sent to both the Monitoring Officer and B&NES ALCA members is prepared by the Cttee for full Council approval requesting a change in B&NES Standards Procedures to include sanctions against Town/Parish Councillors
- (iii) That a report be submitted to full Council containing an anti-bullying policy for inclusion in the Staff Handbook and suggested amendments to Council Standing orders and other policies as appropriate
- (iv) That a paper on the role and training of Council and Cttee chairmen be prepared to include recommendations and proposed amendments to any Council documents/policies/procedures for consideration by full Council
- (v) That the Personnel Committee have sight of the Councillor training schedule on a quarterly basis.
- (vi) That the Personnel Committee review the matter of any apologies that may be required to be given.
- (vii) That in future members of the Cttee will raise a point of order to challenge any sarcastic or harassing remarks made by Chairmen of Council or Committees

## **123. RESPONSE TO EMPLOYEE**

### **RESOLVED**

That matters agreed above be put into a document and circulated to all members of Personnel for approval, before being put into a formal letter to the Employee detailing the outcome of the Grievance. Should the suggested mediation be agreed to, the Employee will be contacted once it is completed for written confirmation that they are happy that the Grievance matter has been completed.

**124. RESPONSE TO OTHER PARTIES**

RESOLVED

That matters agreed above be put into a document and circulated to all members of Personnel for approval before being put into a formal letter to the other parties subject to the Grievance.

**125. DELGATION OF AUTHORITY**

RESOLVED

That that Chair of Personnel contact Ellis Whittam to update on progress.

The meeting ended at 9.58 p.m.

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

