

# KEYNSHAM TOWN COUNCIL

Minutes of the Extra Ordinary Personnel Committee meeting held on 21<sup>st</sup> June 2023  
starting at 4.15 p.m. in the Town Council office.

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PRESENT: Cllrs M Burton, C Davis, C Fricker, A Halliday, H MacFie and A Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

## 1. ELECTION OF CHAIRMAN 2023/2024

*RESOLVED:*

*That Cllr A Halliday be elected as Chair of the Personnel Committee for the Municipal Year 2023/2024.*

## 2. ELECTION OF VICE CHAIRMAN 2023/2024

*RESOLVED:*

*That Cllr M Burton be elected as Vice Chair of the Personnel Committee for the Municipal Year 2023/2024.*

## 3. MEMBERSHIP OF THE PERSONNEL COMMITTEE 2023/2024

*RESOLVED:*

*To note that Councillors S Alenshasy, M Burton, C Davis, C Fricker, A Halliday, H MacFie and A Wait are the appointed Town Council members of the Committee for the Municipal Year 2023/2024, as agreed at the meeting of the Town Council on 23<sup>rd</sup> May 2023.*

## 4. APOLOGIES FOR ABSENCE

*RESOLVED*

*That apologies be received and accepted from Cllr S. Alenshasy.*

## 5. DECLARATIONS OF INTEREST

There were none.

## 6. DISPENSATIONS

There were none.

## 7. PUBLIC PARTICIPATION

There was none.

8. RECORD OF PREVIOUS MEETINGS

*RESOLVED:*

*That the minutes of the meeting held on 18<sup>th</sup> April 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.*

9. TERMS OF REFERENCE

*RESOLVED:*

*To receive and note the Terms of Reference for the Personnel Committee.*

10. FOUR YEAR TOWN COUNCIL PLAN

*RESOLVED:*

*That the Keynsham Town Council 4 Year Plan required no recommendations or any amendments or additions.*

11. TIMEOUT CLOSURE REQUEST

*RESOLVED:*

*To approve the request of the closure of TimeOut for the week commencing 3rd July 2023.*

12. STAFF AND COUNCILLOR TRAINING – APRIL – JUNE 2023

*RESOLVED:*

*To receive and note the training schedule.*

13. CHRISTMAS CLOSEDOWN WEEK COMMENCING MONDAY 25TH DECEMBER 2023 – TUESDAY 2ND JANUARY 2024

*RESOLVED*

*To approve the Christmas Closedown.*

14. POST OF SESSIONAL YOUTH (MUSIC STUDIO) WORKER

*RESOLVED:*

*To note that James McPhee has been appointed as Sessional Youth Music Studio Worker and commenced work with the Town Council on 31<sup>st</sup> May 2023.*

15. TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992:  
- NOTICE TO EMPLOYER OF AN OFFICIAL INDUSTRIAL ACTION BALLOT

*RESOLVED:*

*To receive and note the letter.*

16. NEW TOWN COUNCIL POLICY – EMPLOYEE WELLBEING POLICY

*RESOLVED:*

- (i) To receive and note the Employee Wellbeing Policy.*
- (ii) That with the following amendments the Personnel Committee recommend the Town Council adoption of the Policy.*

*Amendments:*

*Point 4 first paragraph – change one year to six months.*

*Paragraph two – Remove the sentence ‘During the sabbatical an employee will be expected to be doing work connected with the organisation’.*

*Paragraph three – Add ‘a minimum of two months in advance of the career break or sabbatical’.*

*Paragraph four – Add ‘You have the right to appeal the decision. To do so you must put your appeal in writing within two weeks of receiving the refusal letter’.*

17. ANTI BULLYING AND HARASSMENT POLICY

*RESOLVED:*

- (i) To receive and note the Anti Bullying and Harassment Policy. This required no amendments or additions.*
- (ii) To recommend to Town Council adoption of the Policy.*

18. DATE OF NEXT MEETING

*RESOLVED:*

*To note that the next scheduled meeting of the Committee is set for Tuesday 14<sup>th</sup> November 2023 at 7.30 p.m. in the Town Council office, however between now and then a meeting will be scheduled when there is a requirement to convene a meeting to deal with emerging/emergency Personnel matters.*

19. 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, sensitive staff matters (agenda Items 20 - 23).*

20. URGENT MATTERS RELATING TO THE PERFORMANCE OF AN EMPLOYEE.

*RESOLVED:*

- (i) That a verbal update be received from the Town Clerk.*

(ii) *That regular catch-up meetings will be held with the employee.*

21. CHANGE OF EMPLOYEES WORK PATTERN

*RESOLVED:*

*To approve the change of the Employee's work pattern.*

22. CLINICAL SUPPORT FOR MEMBER OF STAFF

*RESOLVED:*

*To approve clinical support for a member of staff at a cost of £1560.00*

23. ANNUAL LEAVE REQUEST FROM AN EMPLOYEE – MONDAY 7<sup>th</sup> AUGUST – FRIDAY 25<sup>th</sup> AUGUST 2023

*RESOLVED:*

- (i) To receive and note the employee's annual leave request.*
- (ii) To approve the annual leave request.*

The meeting ended at 5.05 p.m.

SIGNED: ..... (Chairman)

Dated:.....