

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on Monday 10 February 2020 starting at 10.40am in W1.2, B&NES Civic Centre, Market Walk, Keynsham

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

IN ATTENDANCE: Cheryl Scott – Town Clerk

80. APOLOGIES FOR ABSENCE

There were none.

81. DECLARATIONS OF INTEREST

There were none.

82. DISPENSATIONS

There were none.

83. CONFIRMATION OF MINUTES

RESOLVED:

That the minutes of the last meeting of the Committee held on 3rd February (circulated at this meeting) be approved as a correct record and signed by the Chairman.

84. PUBLIC PARTICIPATION

There was none.

85. CHRISTMAS CLOSURE

RESOLVED:

That the Office will shut at 12 noon on Thursday 24th December and re-open on Monday 4th January. Staff would be expected to use Annual leave for the 29/30/31st December.

86. REVISED MEMBERSHIP OF DISCIPLINARY AND GRIEVANCE PANELS

It is customary that the Chairman of Personnel Committee does not sit on the Disciplinary and Grievance panels. In light of the change in Chairman it was

RESOLVED:

That Cllr Cooper step down as one of the 3 Personnel Cttee members on the Disciplinary and Grievance panels and Cllr Sinclair be appointed in her place until the next Cttee elections at the Annual meeting of Town Council in May 2020.

87. DATE OF NEXT MEETING

To note the next scheduled meeting will be held on Tuesday 26th May 2020 at 6.30pm.

88. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

In accordance with Standing Order 3(d) that the press and public be excluded from the meeting for subsequent items of business by reason of the confidential nature of business to be transacted in respect of staffing matters.

89. CLERKS UPDATE ON STAFFING MATTERS

The Clerk's report providing an update on staffing matters was considered. There were no questions from members.

RESOLVED:

To note the report.

The Chairman adjourned the meeting for 20 minutes at 11.30 to enable Members to move their cars.

90. STAFF MORALE AND MANAGEMENT

The Deputy Town Clerk was invited to join the meeting. The Committee considered the final section of the report from the two Senior Officers relating to current staff morale and management.

RESOLVED:

- (i) The Personnel Committee will send a letter to all staff requesting suggestions for consideration as part of the Employee Handbook Review
- (ii) That the Cttee will look into updating the Dignity at Work policy
- (iii) That the Chair of Personnel seek further advice from Ellis Whittam.

The meeting finished at 12.35.

SIGNED:..... (Chairman)

DATED:.....