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To: All Members of the Personnel Committee: To be confirmed at the Town Council meeting on 19th May 2026

c.c. All Town Councillors

Dear Councillor

You are invited to attend a meeting of the **Personnel Committee on Thursday 21st May 2026 commencing at 7.00 p.m. in the Town Council Office.**

Signed on 14th May 2026

By Dawn Drury, Town Clerk

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. ELECTION OF CHAIRMAN 2026/2027

RECOMMENDED:

To elect a Chair of the Personnel Committee for the Municipal Year 2026/2027.

2. ELECTION OF VICE CHAIRMAN 2026/2027

RECOMMENDED:

To elect a Vice Chair of the Personnel Committee for the Municipal Year 2026/2027.

3. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive and accept apologies for absence.

4. **DECLARATIONS OF INTEREST**

To receive any Declarations of Interest under Keynsham Town Council’s Code of Conduct (adopted on 16th 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).

5. **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.

6. **PUBLIC PARTICIPATION**

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.

RECOMMENDED:

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.

7. **RECORD OF PREVIOUS MEETINGS**

RECOMMENDED:

That the minutes of the Personnel Committee meeting held on 25th February 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

8. **TERMS OF REFERENCE OF THE PERSONNEL COMMITTEE**

NAME OF COMMITTEE	PERSONNEL Committee
MEMBERSHIP WITH VOTING RIGHTS	7 members of the Town Council

<p style="text-align: center;">FUNCTIONS</p>	<ul style="list-style-type: none"> (i) To give consideration to all matters relating to: <ul style="list-style-type: none"> (a) Terms of employment of staff (b) Conditions of service of staff (c) Welfare of staff (d) Training of staff (e) Recruitment of staff (f) Employment Handbook(s) and policies therein (ii) To keep under review employees' contracts of employment and examine the Council's responsibilities under the Health and Safety at Work etc. Act 1974; (iii) in conjunction with The Town Council's HR advisers; To review (and where necessary, implement) disciplinary and grievance procedures relating to staff, in accordance with the Employment Protection Acts, the provisions of the National Conditions of Service for Local Government Officers, Joint Negotiating Committee for Youth & Community Workers, ACAS, agreements made between the National Association of Local Councils and the Society of Local Council Clerks and in accordance with other relevant legislation. (iv) To discuss and resolve issues relating to staffing levels and re-grading, pay levels and staffing structures. (v) To formulate and review procedures for the selection and recruitment of staff and, unless delegated to the Town Clerk, make the necessary arrangements for the interview and appointment of staff as required. (vi) To undertake an Annual salary review in November for incorporation in the draft budget presented to Town Council in December. (vii) To deal with any staff matters referred by the Clerk. (viii) To consider any other matters delegated to the Committee by the full Town Council.
<p style="text-align: center;">DELEGATED POWERS</p>	<p>The Personnel Committee is authorised to make decisions on behalf of Keynsham Town Council in relation to staffing matters and have financial responsibility for the Annual Salary Budget and Annual Salary Review. The overall purpose of this Committee is to effectively and</p>

	efficiently discharge the Council's duties as an Employer.
REFERRED BUSINESS	Any matters relating to appeals where the Town Council is required to constitute an Appeals panel.
QUORUM	3 members of the Committee
FREQUENCY OF MEETINGS	November for Annual review of salary budget and thereafter on an ad hoc basis.

RECOMMENDED:

- (i) *To receive, note and review the Terms of Reference for the Personnel Committee.*
- (ii) *To recommend that the Terms of reference for the Personnel Committee be approved by Council.*

9. TRAINING SCHEDULE 2026 – 2027 (attached)

RECOMMENDED:

- (i) *To receive and note the information on the 2026 – 2027 Town Council training schedule.*

10. WHISTLE BLOWING POLICY AND PROCEDURE (attached)

RECOMMENDED:

- (i) *To receive and note the Policy and Procedures.*
- (ii) *To recommend to Town Council to approve the Policy and Procedures .*

11. MEMORIAL SAFETY POLICY AND PROCEDURES (attached)

RECOMMENDED:

- (i) *To receive and note the Policy and Procedures.*
- (ii) *To recommend to Council to approve the Memorial Safety Policy and Procedures*

12. DATE OF NEXT MEETING

RECOMMENDED:

To note that the next Personnel Committee meeting will be called as and when required.

13. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

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 item of business by reason of the confidential nature of business to be transacted, sensitive staff matters (Item 14).

14. CHANGE OF CONTRACT - REDUCTION OF HOURS OF POSITION OF ASSISTANT YOUTH SUPPORT WORKER (Report available at the meeting)

RECOMMENDED:

(i) To receive and note the report.

(ii) To approve the reduction in hours of the Contract.