Town Clerk: Dawn Drury
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To: All Members of the Personnel Committee: Cllrs M Burton, D Cooper, C Davis, C Fricker, A Halliday and A Wait

Substitutes: Cllrs D Biddleston and H MacFie

c.c. All Town Councillors

Dear Councillor

You are invited to attend a meeting of the **Personnel Committee on Monday 30th November 2026 commencing at 3.00 p.m. in the Town Council Office.**

Signed on 23rd November 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. APOLOGIES FOR ABSENCE

RECOMMENDED:
To receive and accept apologies for absence.

2. 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).

3. 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.

4. 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.

5. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:
That the minutes of the Personnel Committee meeting held on 12th November 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. WISDOM WELLBEING (FORMERLY HEALTH ASSURED) CONTRACT (attachments in SharePoint)

The Clerk has been contacted by the Town Council's health support company in respect of a review of the Town Council's current Employee Assistance Programme. In her meeting with company, they discussed the cover of the enhanced wellbeing support now available through Wisdom Wellbeing, including their upgraded package, Wisdom Super Care. The latter includes additional services such as Occupational Health support, Virtual GP access, Mental Health First Aider training and other wellbeing resources that a number of organisations are using to further strengthen the support available to their Employees and Managers.

RECOMMENDED:
(i) To receive and note the information.
- *a) Wisdom Wellbeing Brochure.*
- *b) Virtual GP Brochure.*
- *c) Wisdom Wellbeing slides (to be presented at the meeting).*
- *d) Table of costs.*

(ii) To recommend to Council if the current employee support package is to be continued or whether to upgrade to the Wisdom Super Care Package.

7. DATE OF NEXT MEETING

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