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To: All Members of the Personnel Committee: Cllrs M Burton, D Cooper (Vice Chair), C Davis, C Fricker, A Halliday (Chair), 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 Wednesday 21st October 2026 commencing at 11.00 a.m. in the Town Council Office.**

Signed on 14th October 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 8th October 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. TRAINING SCHEDULE 2026 – 2027 (To follow)

RECOMMENDED:

To receive and note the information on the 2026 – 2027 Town Council training schedule.

7. DRAFT EMPLOYEE HANDBOOK (Draft Employee Handbook attached)

The Town Clerk was contacted by WORKNest (the Town Council's Employment Advisors) informing Keynsham Town Council that their Employee Handbook was due a full review and update and this has been undertaken free of charge.

The Employee Handbook has been updated to the latest WorkNest version, which will make it much easier to update in the future, as the formatting in the old version had become corrupted.

RECOMMENDED:

- (i) That the draft Employee Handbook be received and noted.***
- (ii) That the Personnel Committee recommend to full Council that the draft Employee Handbook be approved and adopted.***

8. TEMPLATE STAFF EMPLOYMENT CONTRACT (Copy attached)

The Town Clerk was contacted by WORKNest informing Keynsham Town Council that their Staff Employment Contract was due a full review and update and this has been undertaken free of charge. This will be used for new employees going forward.

RECOMMENDED:

- (i) That the template Staff Employment Contract be received and noted.*
- (ii) That the Personnel Committee recommend to full Council that the template Staff Employment Contract be approved and adopted.*

9. GUIDANCE FOR EMPLOYERS ON SEXUAL HARASSMENT, RISK ASSESSMENT – PREVENTING SEXUAL HARASSMENT AND ACTION PLAN PREVENTING SEXUAL HARASSMENT (Documents attached)

As part of the review of the Employee Handbook and the template staff employment contract WORKNest have provided guidance on the Duty to Prevent Sexual Harassment, which should be read in conjunction with the Harassment and Bullying Policy in the handbook.

Council are asked to complete the Council-specific information in the highlighted square brackets and answer WORKNest's comment box queries.

RECOMMENDED:

- (i) That the Guidance on Sexual Harassment be received and noted*
- (ii) That the Personnel Committee considers the Council-specific information in the highlighted square brackets and answers WORKNest's comment box queries.*
- (iii) That the Personnel Committee recommend to full Council that Guidance for employers on sexual harassment, the risk assessment on sexual harassment and action plan preventing sexual harassment be approved and adopted.*

10. ANNUAL FITNESS FOR WORK DECLARATION (Report attached and template)

RECOMMENDED:

- (i) That the Annual Fitness for Work Declaration be received and noted.*
- (ii) That the Personnel Committee recommend to full Council that the Annual Fitness for Work Declaration be approved and adopted.*

11. DATE OF NEXT MEETING

RECOMMENDED:

To note that the next meeting will be on Thursday 12th November at 6.30 p.m.