KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on
Wednesday 21st October 2026 at 11.00 a.m. in the Town Council Office

PRESENT: Cllrs M Burton, C Davis, A Halliday (Chair) and A Wait

Cllr D Biddleston (Substitute for Cllr D Cooper)

IN ATTENDANCE: Dawn Drury – Town Clerk

In the absence of the Chair and Vice Chair of this Committee the following resolution was made:

RESOLVED
That Cllr C Davis, Chair the Personnel Committee for this meeting only.

34. APOLOGIES FOR ABSENCE

RESOLVED:
To receive and accept apologies from Cllr D Cooper, C Fricker and A Halliday.

35. DECLARATIONS OF INTEREST

There were none.

36. DISPENSATIONS

There were none.

37. PUBLIC PARTICIPATION

There was none.

38. RECORD OF PREVIOUS MEETINGS

RESOLVED:
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.

39. TRAINING SCHEDULE 2026 – 2027

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

40. DRAFT EMPLOYEE HANDBOOK

RECOMMENDED:
(i) That the draft Employee Handbook be received and noted.
(ii) That the draft Employee Handbook be approved with the following amendments:

DRAFT

Page 20 2.14 – change the reference to company to Town Council

Page 56 section on Hearing - You will be given sufficient notice of any hearing to allow you to prepare for it. While this will vary from case to case, the Council will generally try to give at least two days' notice of any hearing and in complicated cases a longer period of notice may be given. Council queried the two-day notice as to whether it was long enough.

Page 61 Publish equality information (without referencing individual employee names)

Page 68 Councillors asked for an explanation of third part harassment- Below is WORKNest's explanation Council will need to decide whether to include this paragraph when adopting the new version of the Employee Handbook.

This is an optional paragraph to include/amend as applicable to your *particular workforce*, bearing in mind your findings from your risk assessment above. If you want to fully comply with the new law in relation to preventing sexual harassment, you should include this paragraph about preventing third-party harassment of staff unless your particular workforce does not present any risk. Third parties will depend on your workforce, but can include: customers, clients, self-employed contractors or freelancers, service users, patients, students, friends and family of colleagues, delegates at a conference and members of the public. The actions are examples - include/delete each as appropriate to your workforce.

(iii) That the amendments be forwarded to WORKNest for checking.

(iv) That the finalised Draft Employee Handbook be presented to a future Personnel Committee meeting for approval and adoption.

41. TEMPLATE STAFF EMPLOYMENT CONTRACT

RECOMMENDED:

(i) That the template Staff Employment Contract be received and noted.

(ii) That the template Staff Employment Contract be approved with the following amendments

Page 3 –

All overtime that you carry out must be expressly approved in advance by the Town Clerk, failing which you will not delete the word 'be' receive TOIL for any work that you do in addition to your normal hours of work.

Page 4 –

If your employment starts part way through a holiday year, your holiday entitlement for that leave year shall be calculated on a pro-rata basis.
Delete [*If you want to limit holiday which can be taken in the first year to that which has accrued include,*

Page 5 –
If you are eligible, we will automatically enrol you into the Local Government Pension Scheme [after you have been employed by us for] from day one. Within a month of being enrolled in the Scheme, you can send an opt-out form if you do not wish to be in the Scheme. If you do not opt out, we will deduct your contributions to the pension scheme from what we pay you. Current details of the Scheme and your rights relating to it, and of your and our contributions, will be provided to you separately.

Page 6 –

[After successful completion of your probationary period, you *OR* You] – Insert You.

Page 6 –

Non insurance related benefit

(a) INSERT BENEFIT; **Health Assure – Wellbeing Scheme**

Details of any current benefit/scheme may be found from the Clerk [Any such benefit/scheme is not contractual and may be replaced or withdrawn or the terms amended, at any time on reasonable notice to you.]

Page 6 –

Remove reference to insurance related benefits.

Page 7 –Mandatory Training

Add in specific training requirement for Grounds Maintenance Team, Office Team and Youth Team.

Include also clause –

From time to time, you may be required to undergo training courses at the Council's expense, and you will be expected to attend such courses when required to do so and if appropriate a separate training agreement will be issued at the time.

Delete all other clauses under this section that do not relate to the Town Council.

Page 8 clause 16 – Training recoupment - include and produce Training Fee Agreement.

Page 8 clause 17 Criminal Records Check and Convictions - only include for Youth Workers.

Page 9 clause 18 Termination of Employment/Contractual Notice.

DRAFT

(For all Employees except the Town Clerk) - You may bring your employment to an end by giving the Town Council one months' notice in writing.

(For the Town Clerk) - You may bring your employment to an end by giving the Town Council three months' notice in writing.

Page 11 clause 23 - Collective Agreement

Include either:

This contract is subject to the following collective agreements: The National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services (the 'Green Book') to the extent that they are compatible with the terms contained within this contract and any relevant Council policies. If there is a conflict between these collective agreements and this contract and/ or Council policies, the terms of this contract and any relevant Council policies shall prevail.

Or for Youth Staff

This contract is subject to the following collective agreements: The National Agreement on Pay and Conditions of Service of the Joint Negotiating Committee (JNC) for Local Government Association (the 'Pink Book') to the extent that they are compatible with the terms contained within this contract and any relevant Council Policies. If there is a conflict between these collective agreements and this contract and/ or Council Policies, the terms of this contract and any relevant Council Policies shall prevail.

Page 13 clause 27 - Council Property

On termination of your employment, or at our request at any time during your employment, you shall hand over all Council property (including confidential information as defined in the clause above and copies of confidential information) to POSITION and irretrievably delete any information belonging to the Council (including confidential information as defined in the clause above and copies of confidential information) which is stored on any magnetic or optical disk or memory, including personal computer networks, personal e-mail accounts or personal accounts on websites, in your possession or control.

Add in position – Town Clerk

Page 13 clause 29 – Data Protection and Monitoring

You will comply with your obligations under our Data Protection Policy and other relevant policies when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client,

supplier, agent, or other third party of ours. This includes policies in relation to IT and communications systems, social media, information security, criminal records information, from time to time in force, which are available from POSITION add Town Clerk

bringing your own device to work (BYOD), Remove from this clause.

A question was asked about incapacity benefit and whether this was still available to the Town Clerk to investigate.

(iii) That the amendments be forwarded to WORKNest for checking.
(iv) That the finalised Employee Contract be presented to a future Personnel Committee meeting for approval and adoption.

42. GUIDANCE FOR EMPLOYERS ON SEXUAL HARASSMENT, RISK ASSESSMENT - PREVENTING SEXUAL HARASSMENT AND ACTION PLAN PREVENTING SEXUAL HARASSMENT

RESOLVED:
(i) That the Guidance on Sexual Harassment be received, noted and approve the Guidance for Employers.
(ii) That the Town Clerk complete the Action Plan and the Risk Assessment and present the same at a future Personnel Committee meeting to be approved and adopted.
(iii) That Council be informed of the same.

43. ANNUAL FITNESS FOR WORK DECLARATION

RESOLVED:
(i) That the Annual Fitness for Work Declaration be received and noted.
(ii) That the Annual Fitness for Work Declaration be approved and adopted.
(iii) That Council be informed of the same.

44. DATE OF NEXT MEETING

RESOLVED:
To note that the next Personnel Committee meeting will be held on Thursday 12th November 2026 at 6.30 p.m.

This meeting finished at 12.10 p.m.

Signed: (CHAIR) …… Date: ……