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To: All Members of the Personnel Committee (Councillors Dave Biddleston, Deb Cooper (Chairman), Clive Fricker, Andy McGuinness (Vice-Chairman), Brian Simmons, Allan Sinclair & Andy Wait.

Dear Councillor

You are invited to a **Personnel Committee meeting on Monday 15<sup>th</sup> November 2021 commencing at 7.30 pm in Keynsham Baptist Church**

Signed on 8<sup>th</sup> November 2021

By Dawn Drury, Acting 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

RECOMMENDATION:

To receive 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.

RECOMMENDATION:

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**

RECOMMENDATION:

That the Extra Ordinary minutes of the meetings held on 6<sup>th</sup> May, 9<sup>th</sup> June and 25<sup>th</sup> October 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

#### **6. DATE OF NEXT COMMITTEE MEETING**

RESOLVED:

To note that the next scheduled meeting of the Committee is Tuesday 25<sup>th</sup> May 2021 at 7.30pm but that there may be a requirement to convene a meeting prior to this date in order to deal with emerging/emergency Personnel matters.

#### **7. EXCLUSION OF PRESS AND PUBLIC**

RECOMMENDATION:

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 items of business by reason of the confidential nature of business to be transacted, sensitive staff matters.

#### **8. CONFIDENTIALITY IN RESPECT OF STAFFING MATTERS & INSTRUCTIONS TO STAFF**

RECOMMENDED:

- (i) To record procedures in respect of confidentiality when dealing with staff matters.

- (ii) To note that no member of staff should be instructed by any Councillor(s) to undertake any task or project, on behalf of the Council. The only person(s) that have authority to do this is the Town Clerk or the staff member's line Manager.

## **9. STAFF AND COUNCILLOR TRAINING UPDATE (Schedule attached).**

To receive and note the training schedule.

## **10. TRAINING AND DEVELOPMENT BUDGET**

RECOMMENDATION:

To consider the training and development budget and recommend figures to be included in the budget for 2022-2023.

- (i) Grounds maintenance training budget for 2019/2020 (pre-covid) £2000. Budget for 2020/2021 £7200 allocated only £1426 spent due to Covid. 2021/2022 allocated £5200.

Two new members of staff and training for all staff required for 2022-2023 (pre-covid).

RECOMMENDED:

Draft Grounds maintenance training budget for 2022/2023 £5200

- (ii) Staff and Councillor training budget for 2019/2021 £5000. Budget for 2020/2021 £3580. £3770 spent during Covid year due to access to online training. 2021/2022 £3600 allocated.

New staff may need training. Access to online training means cheaper training costs.

RECOMMENDED:

Draft staff and Councillor training budget for 2022/2023 £4000.

## **11. STAFF APPOINTMENTS AND MATTERS SINCE 9<sup>TH</sup> JUNE 2021**

RECOMMENDED:

- (i) To receive and note information in respect of the appointment of the following staff:

Grounds Maintenance Worker – Robert Bonfield appointed on 2<sup>nd</sup> August 2021.

Grounds Maintenance Worker – Kevin Summers appointed on 2<sup>nd</sup> August 2021.

Keynsham Cultural Project Coordinator – Beth Whalley appointed 11<sup>th</sup> October 2021 fixed term post to March 2024.

- (ii) To note that R. Bonfield and K Summers have passed their probation period satisfactory and are now permanent employees of the Town Council.

## **12. LGRC STAFF SALARY EVALUATIONS AND ANNUAL SALARY REVIEW (job descriptions for new posts to be presented at the meeting)**

RECOMMENDED:

- (i) That the Committee review job descriptions associated with the posts to be filled in the Option 3 staff structure, as agreed at the Personnel Committee meeting on 25<sup>th</sup> October 2021.
- (ii) That staff structure Option 3 be selected with the RFO post encompassing that of the Finance and Procurement Officer. This is on the proviso that staffing posts be reviewed once the Town Clerk position is filled.
- (iii) That depending on the future appointment of the Clerk, the salary allocated to the position of Deputy Town Clerk be either that of the existing Deputy Town Clerk or that allocated to a new employee taking up the post of Deputy Town Clerk at the rate detailed in Option 3.
- (iv) That the Acting Town Clerk seek quotes for outsourcing payroll.
- (v) That once the salaries are approved existing staff are notified in writing of the outcome of the staff salary re-evaluation.
- (vi) That recommended salaries be included in the salary budget for 2022 – 2023.