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To: All Members of the Personnel Committee (Councillors Dave Biddleston, Deb Cooper, Clive Fricker, Andy Halliday, Andy McGuinness, Brian Simmons and Andy Wait).

Dear Councillor

You are invited to an **Extra Ordinary meeting of the Personnel Committee on Wednesday 20th July 2022 commencing at 7.00 pm in the Town Council office, 15 – 17 Temple Street, Keynsham.**

Signed on 14th July 2022

A handwritten signature in black ink, appearing to read "Dawn", is written over a light blue circular stamp.

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

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:

(i) *That the minutes of the extra ordinary meeting held on 18th May 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.*

6. CHRISTMAS CLOSURE 2022/2023

DEC 2022

M	T	W	Th	F	S	S
19	20	21	22	23	24	25
26BH	27BH	28	29	30	31	1
2BH						

RECOMMENDATION:

To consider dates for Christmas closure of the office (if any)

7. DATE OF NEXT COMMITTEE MEETING

RECOMMENDATION:

- (i) That the next scheduled meeting is 15th November 2022 (salary review).*
- (ii) That additional meetings may be arranged between now and 15th November 2022, as and when required.*

8. 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.

9. APPOINTMENT OF THE POST OF ASSISTANT TOWN CLERK TO KEYNSHAM TOWN COUNCIL.

RECOMMENDATION:

To note the appointment of Alan Jenner as Assistant Town Clerk to Keynsham Town Council – start date was 4th July 2022.

10. YOUTH SUPPORT WORKER RESIGNATION

RECOMMENDATION:

To note that Michael Frison, Youth Support Worker has tendered his resignation and left the employment of the Town Council on 27th June 2022.

11. YOUTH LEADER POSITION

RECOMMENDATION:

- (i) To receive information in respect of perspective candidates.*
- (ii) To appoint an interview panel of two Councillors plus the Town Clerk.*
- (iii) To note that a date for interviews will be agreed between the interview panel.*

12. OUTREACH AND CENTRE BASED ASSISTANT YOUTH SUPPORT WORKER

RECOMMENDATION:

- (i) To receive information in respect of any applications received (closing date 15th July 2022).*
- (ii) To appoint a shortlisting panel of two Councillors plus the Town Clerk.*
- (iii) To appoint an interview panel of two Councillors plus the Town Clerk and Youth Leader (once appointed).*

- (iv) *To note that a date for interviews will be agreed between the Interview Panel or should there be no applications received:*
- (v) *To decide on an extension date for re-advertising.*

13. YOUTH WORK ASSISTANT POST(S)

In view of the fact that recruitment of qualified Youth Support Workers is proving difficult in the current employment market, the Town Council may wish to consider advertising for a Youth Work Assistant post or two, offering training to Youth Support Worker level. The Town Council have received several enquiries from people that are interested in Youth Work but do not have any current Youth Work experience.

The Joint Negotiating Committee for Youth and Community Workers (JNC) 2020 starts at pay scale 5 - £19,308. The Town Council currently have the Youth Support Worker vacancy advertised at Scale JNC 7 – 10 (£19,922 - £22,104) so if it was decided to advertise for Youth Work Assistant(s) a pay scale of JNC 5 – 7 could be offered (£19,308 - £19,631).

RECOMMENDATION:

- (i) *That the Town Council consider whether to advertise for one or two Youth Support Assistants depending on the outcome of the response to the Youth Support Worker advertisement*
- (ii) *Dependent on the above, that an Advert, Job description and Person Specification and Application Form be produced by the Town Clerk and approval of the same be delegated to the Chair and Vice Chair of Personnel Committee.*

14. CEMETERY ATTENDANT/GROUNDS MAINTENANCE WORKER

RECOMMENDATION:

- (i) *To note that the post was offered to the successful candidate and Town Council were all set for him to start work on 4th July 2022. Over the weekend of the 2nd July, the Town Clerk received an email from the candidate stating that he had had an accident and was no longer able to take up the post. The position was then offered to the second-choice candidate, who was offered a second informal interview and a tour of the Town Council facilities. On the day, of the proposed informal interview, the second candidate contacted the Council informing them that his circumstances had changed, and he was no longer interested in the post.*
- (ii) *To note that the post of Cemetery Attendant/ Grounds Maintenance Worker has been re-advertised with a closing date of Friday 29th July 2022.*

15. STAFF AND COUNCILLOR TRAINING (SCHEUDLE ATTACHED)

RECOMMENDATION:

To receive and note the Staff and Councillor training schedule July 2022.

16. BUSINESS AND COMMUNITY ENGAGEMENT OFFICER (DOCUMENTS TO FOLLOW)

RECOMMENDATION:

- (i) That the advertisement and application form for the post of Business and Community Engagement officer be approved.*
- (ii) To appoint a shortlisting panel of two Councillors plus the Town Clerk.*
- (iii) To appoint an interview panel of two Councillors plus the Town Clerk.*
- (iv) To note that a date for interviews will be agreed between the interview panel.*

17. OPERATION LONDON BRIDGE

RECOMMENDATION:

To delegate the planning of Operation London Bridge to the Clerk.