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To: All Members of the Personnel Committee (Councillors Souzan Alenshasy, Martin Burton, Chris Davis, Clive Fricker, Andy Halliday, Hal MacFie and Andy Wait).

Dear Councillor

You are invited to attend a **Personnel Committee meeting on Tuesday 14th November 2023 commencing at 7.30 p.m. in the Town Council Office.**

Signed on 7th November 2023

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 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 extra ordinary Personnel meeting held on 5th October 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. REQUEST FOR EXTRA SECURITY AT THE WINTER FESTIVAL

The Deputy Town Clerk has requested the provision of additional security staff for this year's Winter Festival. There are enough funds in the Winter Festival EMR to cover the cost.

An extra 4 x Security will be £555.00 plus VAT (4 Security x 7.5 hours x £18.50 plus VAT).

RECOMMENDED:

To consider a request to spend EMR funds for additional security provision at the Winter Festival.

7. DATE OF NEXT COMMITTEE MEETING

RECOMMENDED:

To note that the next scheduled meeting of the Committee will be in the new Municipal Year 2024 – 2025, but that there may be a requirement to convene a meeting prior to this date in order to deal with emerging/emergency Personnel matters.

8. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

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 (Item 9 - 15).

Town Clerk's confidential report on items 10 & 12 -15 (Separate report attached)

9. YOUTH SUPPORT WORKER VACANCY

RECOMMENDED:

- (i) To receive an update on the applications received.*
- (ii) To appoint a Councillor to the interview panel.*

10. DRAFT TRAINING AND DEVELOPMENT BUDGET (See Confidential report attached)

11. JOINT NEGOTIATING COMMITTEE FOR YOUTH AND COMMUNITY WORKERS – PAY AND CONDITIONS CLAIM 2023 (document attached)

RECOMMENDED:

- To note the proposed pay and conditions claim 2023 – yet to be agreed.*
- An increase in pay will be backdated to September 2023.*

12. LOCAL GOVERNMENT NJC PAY AWARD 2023 – 2024 (See Confidential report attached)

13. TIMEOUT YOUTH SERVICE UPDATE (See confidential report attached)

14. MUSIC STUDIO UPDATE (See confidential report & documents attached)

15. STAFF SALARY BUDGET (To be presented at the meeting)