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To: All Members of the Personnel Committee; M. Burton (Vice-Chair), C. Davis, C. Fricker, A. Halliday (Chair), H. MacFie and A. Wait

c.c. All Town Councillors

Dear Councillor

You are invited to attend a **Personnel Committee meeting on Thursday 14th November 2024 commencing at 6.30 p.m. in MakeSpace, Riverside Terrace.**

Signed on 7th November 2024

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 26th September 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. APPRAISALS UPDATE

To note that the following staff either have their appraisal scheduled or will be invited to attend an appraisal meeting over the next few months.

Jamie Osborne, Lewin Hayes, James Gay and Kelly Jones.

All the other staff have now been through the appraisal process.

RECOMMENDED:

- (i) To receive and note the update on appraisals as above.*
- (ii) To note that the Town Clerk had her appraisal on Monday 11th November 2024.*

7. STAFF AND COUNCILLORS TRAINING SCHEDULE (attached)

RECOMMENDED:

To receive and note the attached schedule.

8. EMPLOYEE TRAINING UPDATE

Due to a pending Food Hygiene check by B&NES the following staff and volunteers have undertaken Level 2 Food Safety and Hygiene training.

RECOMMENDED:

To note that Ibbby Kramar, Kelly Jones and Maggie Hill have all passed the Level 2 Food Safety and Hygiene training.

9. NEONATAL CARE ACT 2003 (Information attached)

RECOMMENDED:

- (i) To note that there is no reference to Neonatal care in the Employee handbook to cover this Act.*
- (ii) To confirm that the Personnel Committee are happy for this information to be inserted into the Employee Handbook which will then go to full Council for approval.*

10. STAFF COMPLIMENT LETTERS/EMAILS (Attached)

RECOMMENDED:

To receive and note the attached letters/emails.

11. PERFORMANCE IMPROVEMENT OF POLICY AND PROCEDURE (Policy to follow)

RECOMMENDED:

- (i) To receive and note the policy.*
- (ii) To approve the policy.*

12. DATE OF NEXT MEETING

RECOMMENDED:

To note that the next Personnel Committee meeting will be called as and when required. There is no meeting scheduled currently.

13. 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 (Items 14 -18).

14. SUPERVISION NOTES FOR YOUTH DEVELOPMENT WORKER (To be presented at the meeting or hard copies will be available for Councillors to view prior to the meeting on 14th November)

RECOMMENDED:

To receive and note the Supervision notes.

15. MATTERS RELATING TO THE POST OF YOUTH DEVELOPMENT WORKER

RECOMMENDED:

To receive a verbal update from Cllr Burton and the Town Clerk.

16. NJC PAY AWARDS 2024 – 2025 AND BACK DATED PAY INFORMATION (To be presented at the meeting or hard copies will be available for Councillors to view prior to the meeting on 14th November)

The NJC Pay Awards for 2024 – 2025, we agreed recently and need to be back dated to 1st April 2024. The latest award increases all Town Council salaries so that they are above the new minimum hourly rate to be introduced in April 2025 of £12.21.

17. SALARIES BUDGET 2025 – 2026 (To be presented at the meeting or hard copies will be available for Councillors to view prior to the meeting on 14th November)

Following the budget announcement in the last few days, ALCA have received queries from a number of our members regarding the increase being applied to National Insurance contributions by employers.

NALC is currently liaising with the government and will provide us with further information regarding the increase, but also how public sector bodies might be able to mitigate against the increased financial exposure moving forward.

Council is currently awaiting a briefing note from ALCA which should arrive shortly.

RECOMMENDED:

- (i) To note the salary spreadsheet*
- (ii) To recommend to Council that the salary budget be approved.*

18. YOUTH BUDGET DEFERRED FROM YOUTH STRATEGY WORKING PARTY MEETING

YOUTH SERVICE BUDGET (Attached)

As this budget needs to be considered seriously, this year due to the Sec 106 funding now all being spent, and there being a possible need to reduce parts of the Youth Service budget, the Working Party may wish to consider the catchment area that the Youth Club serves, for example offering the service only to young people that live in Keynsham or attend Broadlands, Wellsway or IKB.

RECOMMENDED:

- (i) To receive and note the above.*
- (ii) To make recommendations to Finance and Policy Committee and full Council budget proposals for Youth Service codes 4045, 4051, 4085, 4091, 4093, 4094, 4118, 4119, 4139, 4140, 4141, 4142, 4143, 4178, 4179, 4180, 4511, taking into consideration the expenditure this year to date.*

