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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 Tuesday 3<sup>rd</sup> December 2024 commencing at 2.00 p.m. in the Key Centre (upstairs room).**

Signed on 26<sup>th</sup> November 2024

By Dawn Drury, Town Clerk

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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 14<sup>th</sup> November 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.*

#### 6. 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.*

#### 7. 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 8 -13).*

#### 8. PERFORMANCE IMPROVEMENT PROCEDURE (Attached procedure as per handbook)

WorkNest recommend that Clause 6.1 of the Employee Handbook is followed.

**RECOMMENDED:**

- (i) To receive and note the recommendation from WorkNest.*

#### 9. SUPERVISION NOTES FOR YOUTH DEVELOPMENT WORKER OCTOBER & NOVEMBER (To follow)

**RECOMMENDED:**

*To receive and note the Supervision notes.*

10. MATTERS RELATING TO THE POST OF YOUTH DEVELOPMENT WORKER

*RECOMMENDED:*

*To receive a verbal update from Cllr Burton on next steps.*

11. YOUTH STRATEGY WORKING PARTY DEFERRED ITEM – FUTURE OF THE YOUTH SERVICE (Attached YCSW career support leaflet. Report on Youth Services to follow)

*RECOMMENDED:*

- (i) To receive and note the report.*
- (ii) To decide on a course of action.*

12. TRAIL BLAZER MUSIC APPLICATION NOVEMBER 2024 (Application submission attached)

*RECOMMENDED:*

- (i) To receive a verbal report from the Town Clerk.*
- (ii) To consider and note the application.*

13. 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 3<sup>rd</sup> December 2024)

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 consider the same.*
- (iii) To recommend to Council that the salary budget to be approved (with any amendments).*