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To: All Members of the Personnel Committee (as appointed at the Annual meeting of the Town Council on 21 May 2024)

c.c. All Town Councillors

Dear Councillor

You are invited to attend a **Personnel Committee meeting on Monday 22nd July 2024 commencing at 7.00 p.m. in MakeSpace, Riverside Terrace.**

Signed on 15th July 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 23rd May 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. APPRAISALS UPDATE

To note that the following staff have now had their appraisals:

Allen Richards, Kate Ward, Vivienne McDonnell, Alan Jenner, Jackie Sydenham.

To note that the following staff will be booked to have their appraisal over the next few months.

Abi Gray, Robert Bonfield, Kevin Summers, Tony Morris, Lewin Hayes, Ibbly Kramar, Louise Pearce, Jamie Osborne, Kelly Jones and James Gay.

RECOMMENDED:

(i) To receive and note the update on appraisals as above.

7. DATE OF NEXT MEETING

RECOMMENDED:

To note that the next scheduled meeting of the Committee will be scheduled as and when required.

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 (Items 9-15).

9. UPDATE ON YOUTH DEVELOPMENT OFFICER (OHA – To be presented at the meeting)

RECOMMENDED:

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

10. MATTERS RELATING TO THE PERFORMANCE OF AN EMPLOYEE (Diary and supporting statement to be presented at the meeting).

The Employee has requested an indication respect of this whether he will be kept on by the Town Council once his fixed term contract comes to an end in March 2025.

RECOMMENDED:

- (i) To receive the diary detailing the work and activities of the Employee since February 2024.*
- (ii) To decide if any action needs to be taken as a result of the information gained from the diary.*
- (iii) To respond to the Employees questions in respect of the post after the fixed term end date of March 2025.*

11. MENTORING QUOTES - MENTORING FOR YOUTH DEVELOPMENT WORKER (To follow)

RECOMMENDED:

- (i) To receive and consider quotes for mentoring from August 2024 onwards.*
- (ii) To decide on which company to appoint for this future mentoring services.*

12. YOUTH WORKER RESIGNATION

RECOMMENDED:

- (i) To receive, note and accept the Youth Worker resignation notice.*
- (ii) That The Town Clerk commence advertisement of the post.*
- (iii) To appoint a Councillor to be part of the short listing and interview process.*

13. 4 YEAR ARTS COUNCIL FUNDING APPLICATION (FOR FUTURE YOUTH FESTIVALS) - (Report available at the meeting)

RECOMMENDED:

- (i) To receive, note and consider the report.*
- (ii) To make a decision in respect of the request within the report.*

14. YOUTH SERVICE EXPENDITURE ON EVALUATION CONTRACTS (Documents and report available at the meeting)

RECOMMENDED:

(i) To receive, note and consider the report.

15. PAYMENT OF OVERTIME REQUEST (Verbal report at the meeting)

RECOMMENDED:

(i) To receive and note the verbal report.

(ii) To approve the payment request for overtime. Costs to be covered by Section 106 Youth Service funding – Kaleidoscope Fest.