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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 an **Extra Ordinary Personnel Committee meeting on Wednesday 31st January 2024 commencing at 5.00 p.m. in the Town Council Office.**

Signed on 24th January 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 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 7th December 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. UPDATE ON APPOINTMENT OF YOUTH SUPPORT WORKER

To note that the candidate that was offered the post of Youth Support Worker decided not to take up the offer. The Town Council re-advertised the post this month with a closing date of Monday 22nd January 2024 and some applications have been received from candidates that are worth interviewing. The Town Clerk would like to arrange interviews for the week commencing 5th February 2024.

RECOMMENDED:

- (i) To receive and the note the information regarding the original offer.*
- (ii) To note the information regarding the re-posting of the advert.*
- (iii) To decide on a date for the interviews and for one Councillor to join the Youth Leader and Town Clerk on the interview panel.*

7. UPDATE ON APPOINTMENT OF MUSIC SUPPORT WORKER

RECOMMENDED:

To receive a verbal update from the Town Clerk.

8. KEYNSHAM TOWN COUNCIL MANAGING YOUNG PEOPLE'S BEHAVIOUR POLICY WITH GOOD PRACTICE GUIDELINES (Attached)

RECOMMENDED:

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

9. 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.

10. 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 11 - 14).

11. MUSIC STUDIO MANAGER – TOIL/FLEXI (Report attached)

RECOMMENDED:

- (i) To receive and note the report.*
- (ii) To decide whether the Toil/Flexi be granted.*

12. MUSIC STUDIO MANAGER – CHANGE OF DAYS/WORKING TIMES (Report attached)

RECOMMENDED:

- (i) To receive and note the report.*
- (ii) To decide whether to approve the change of working days and times.*

13. REQUEST FOR A YOUTH TEAM LEADER (Report attached)

RECOMMENDED:

- (i) To receive and note the report.*
- (ii) To make a decision in respect of the Youth Team Leader Role.*

14. NEW NALC/SLCC MODEL CONTRACT OF EMPLOYMENT FOR LOCAL COUNCILS (Keynsham Town Council current contract attached, together with Template Contract including amendments/additions)

Keynsham Town Council's Contract follows the NALC/SLCC Model Contract of Employment. The latest amendments/additions have been produced by NALC in conjunction with WorkNest and included in Town Council Contract in blue.

RECOMMENDED:

- (i) To receive and note the Town Council's Model Contract of Employment with amendments and current Town Council*
- (ii) To Consider approving the Template Contract with its amendments.*
or
- (iii) Appoint some key Personnel Committee members to work with the Clerk to draft a new contract incorporating the NALC/SLCC amendments/additions.*