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To: All Members of the Personnel Committee: Cllrs M Burton, D Cooper, C Davis, C Fricker, A Halliday, H MacFie and A Wait

Substitutes Cllrs D Biddleston and D Brassington

c.c. All Town Councillors

Dear Councillor

You are invited to attend a meeting of the **Personnel Committee on Thursday 31st July 2025 commencing at 7.00 p.m. in the Town Council Office.**

Signed on 24th July 2025

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 12th June 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. APPOINTMENT TO THE POSITION OF BUSINESS & COMMUNITY ENGAGEMENT OFFICER (20 HOURS)

RECOMMENDED:

To note that Amanda Leonard has been appointed as Business and Community Engagement Officer for Keynsham Town Council. Due to having to give 6 weeks' notice and current work commitments she will be undertaking a soft start with the Council of one day per week, starting on 11th August 2025. She will then be increasing her hours to 20, from 1st September - Monday and Tuesday all day and Thursday mornings.

7. APPOINTMENT TO THE POSITION OF ASSISTANT YOUTH SUPPORT WORKER (7 HOURS)

RECOMMENDED:

To note that Teri Simmonds has been appointed as Assistant Youth Support Worker for Keynsham Town Council. Following satisfactory references she started work on 24th July 2025. Teri will be working, one senior session on Thursday and the junior session on Friday. An additional hour will be used for planning, training and accrual for events and activities.

8. INTERVIEWS FOR THE POSITION OF SENIOR YOUTH WORKER (22 HOURS)

RECOMMENDED:

To receive and note the verbal information from the Clerk in respect of interviews for this position.

9. INTERVIEWS FOR THE POSITION OF GROUNDS MAINTENANCE WORKER (7 HOURS)

RECOMMENDED:

- (i) To confirm the advertising date for this position to be from Friday 1st August to Friday 15th August with interviews week commencing 18th August 2025 (start date week commencing 8th September).*
- (ii) To decide which Councillor will join the Town Clerk and Grounds Maintenance Supervisor to short list and interview for this post.*

10. ACCIDENT REPORTS (redacted copies attached)

RECOMMENDED:

To receive and note the accident reports since May 2025.

11. LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025

Agreement has been reached on rates of National Joint Council (NJC) pay applicable from 1 April 2025 (covering the period 1 April 2025 to 31 March 2026). The new pay rates (per SCP), each increased by 3.20% per annum. All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should also be increased by 3.20 per cent, in accordance with Green Book Part 2 Para 5.41.

The NJC has agreed that from 1 April 2026, SCP 2 will be permanently deleted from the NJC pay spine. This permanent deletion of this pay scale will affect three employees who will move to pay scale 3.

RECOMMENDED:

- (i) That the Town Clerk verbally up date the Councillor on the Employees affected by the deletion of SCP2.*
- (ii) That the information is received and noted.*
- (iii) That the pay back dated to 1st April will be paid on 11th August 2025.*
- (iv) That details of any employees with salaries above £50,000 will be recorded on the Town Council website.*

12. DATE OF NEXT MEETING

RECOMMENDED:

To note that the next Personnel Committee meeting will be called as and when required.

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 - 15).

14. YOUTH SUPPORT WORKER

RECOMMENDED:

To consider a request from the Town Clerk for additional remuneration for services undertaken by this employee.

15. BUSINESS AND COMMUNITY ENGAGEMENT OFFICER (Report attached)

RECOMMENDED:

To consider a request from the Town Clerk to apply the next pay scale to the post of Business and Community Engagement Officer role, after successful completion of the probationary period (December 2025).