



Town Clerk: Dawn Drury
15 – 17 Temple Street,
KEYNSHAM, BRISTOL BS31 1HF
Telephone: 0117 9868683
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

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 Monday 8th April 2024 commencing at 7.00 p.m. in the Town Council Office.**

Signed on 3rd April 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 Extra Ordinary Personnel meeting held on 31st January 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. UPDATE ON APPOINTMENT OF SESSIONAL MUSIC STUDIO WORKER

RECOMMENDED:

To receive a verbal update from the Town Clerk.

7. REQUEST FOR CHANGE OF HOURS FROM MUSIC STUDIO MANAGER

The Town Council Music Studio Manager has requested a further change to working times from:

Monday 4.00 p.m. – 9.30 p.m. (5.5 hours) – admin + face to face

Wednesday 12.30 p.m. – 9.30 p.m. (9 hours) – admin + face to face

Friday 10.00 a.m. – 6.00 p.m. (8 hours) admin + face to face

To

Wednesday 2.30 p.m. – 9.30 p.m. (7 hours) – admin plus face to face

Thursday 10.00 a.m. – 5.00 p.m. (7 hours) – admin only

Friday 10.00 a.m. – 6.30 p.m. (8.5 hours) – admin plus face to face

His working hours per his contract are:

Wednesday 1.00 p.m. – 9.30 p.m. (8.5 hours) admin plus face to face

Thursday 1.00 p.m. – 9.30 p.m. (8.5 hours) admin plus face to face

Friday 1.00 p.m. – 6.30 p.m. (5.5 hours) admin plus face to face

RECOMMENDED:

To consider the request.

8. **EMPLOYEE EXTENDED ANNUAL LEAVE REQUEST & POSSIBLE FLEXIBILITY OF WORK HOURS FROM SEPTEMBER 2024 (Report attached)**

A request for extended annual leave has been requested from the Town Council Business and Community Engagement Officer as per the attached report.

RECOMMENDED:

To consider the requests.

9. **SAFER RECRUITMENT - INTERVIEW PANELS (Details attached)**

There is an excellent NSPCC online course on Safer Recruitment. This is a 4-hour online course with a test at the end.

It is suggested that any Councillors wishing to be on Council interview panels undertake this training. The cost of the course is £35.00 per person.

RECOMMENDED:

To consider the requests and inform the Town Clerk if you wish to undertake this training.

10. **KEYNSHAM TOWN COUNCIL SAFER RECRUITMENT AND SELECTION POLICY (Attached)**

RECOMMENDED:

To consider the attached policy and recommend to full Council that it be approved.

11. **KEYNSHAM TOWN COUNCIL RECRUITMENT OF EX-OFFENDERS POLICY (Attached)**

RECOMMENDED:

To consider the attached policy and recommend to full Council that it be approved.

12. **KEYNSHAM TOWN COUNCIL PAY & CONDITIONS POLICY INCLUDING STAFFING STRUCTURE, PAY STATEMENT AND PAY MULTIPLE (Attached)**

RECOMMENDED:

To consider the attached policy and recommend to full Council that it be approved.

13. **APPRAISALS UPDATE**

RECOMMENDED:

To receive an update on appraisals from the Town Clerk.

14. **NEURODIVERSITY TRAINING AND WORKSHOPS – TIMEOUT (Report attached)**

RECOMMENDED:

To consider the report and recommendations therein.

15. EQUALITY & DIVERSITY POLICY (Attached)

RECOMMENDED:

- (i) To receive and review the Equality and Diversity Policy.*
- (ii) To make a recommendation to Council to approve the same.*

16. DATE OF NEXT COMMITTEE MEETING

RECOMMENDED:

To note that the next scheduled meeting of the Committee will be on 23rd May 2024 at 6.30 p.m. in MakeSpace.

17. 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 18).

18. UPDATE ON YOUTH DEVELOPMENT OFFICER WEEKLY MEETINGS AND MARCH REVIEW MEETING WITH CLLR BURTON

RECOMMENDED:

- (i) To receive a verbal update from the Town Clerk.*
- (ii) To receive a verbal update from Cllr Burton.*
- (iii) To decide on any action to be taken.*