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To: All Members of the Personnel Committee (Councillors Dave Biddleston, Deb Cooper (Chairman), Clive Fricker, Andy Halliday, Andy McGuinness (Vice-Chairman), Brian Simmons & Andy Wait.

Dear Councillor

You are invited to an **Extra Ordinary Personnel Committee meeting on Friday 17th March 2023 commencing at 9.00 a.m. in the Town Council Office**

Signed on 14th March 2023

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

RECOMMENDATION:

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.

RECOMMENDATION:

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

RECOMMENDATION:

That the minutes of the meeting held on 30th January 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. JNC Pay Award 2022 - 2023

Notice has been received that the Employers' Side of the Joint Negotiating Committee (JNC) for Youth and Community Workers have agreed to accept the National Employers' pay offer increase of £1925 on all spinal column points on the Youth and Community Worker Range and the Professional Range from 1st September 2022.

RECOMMENDED:

(i) That this information be received and noted.

7. DATE OF NEXT COMMITTEE MEETING

RECOMMENDED:

To note that the next scheduled meeting of the Committee will be in the new municipal year 2023 – 2024, but that there may be a requirement to convene a meeting prior to this date in order to deal with emerging/emergency Personnel matters.

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 (Item 14 - 18).

9. STAFF APPOINTMENTS AND MATTERS SINCE 30TH JANUARY 2023

RECOMMENDED:

To note the appointment of Lewin Hayes as Music Studio Manager, start date to be confirmed.

10. POST OF MUSIC STUDIO MANAGER – SALARY (CONFIDENTIAL REPORT ATTACHED)

RECOMMENDED:

(i) To receive and note the attached report.

(ii) To make a decision in respect of the pay scale for the Music Studio Manager.

11. STAFF TRAINING AND STUDY LEAVE (CONFIDENTIAL REPORT ATTACHED)

RECOMMENDED:

(i) To receive and note the attached report.

(ii) To make a decision in respect of study leave for Youth Workers.

12. PROPOSED RESIDENTIAL (CONFIDENTIAL REPORT ATTACHED)

RECOMMENDED:

(i) To receive and note the attached report.

(ii) To make a decision in respect of the proposed residential.