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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 Monday 30th January 2023 commencing at 7.30 pm in Town Council Office**

Signed on 23rd January 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 28th November 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. LOCAL GOVERNMENT NJC PAY AWARD 2022

At the Personnel meeting it was resolved that the Town Council employees would not be awarded an additional day of leave as part of the NJC settlement. It has come to light that the unions agreed the payment settlement within the inclusion of an extra days leave for all NJC employees irrespective of the number of days leave that they are already entitled to.

RECOMMENDED:

- (i) That the decision made in November be rescinded.*
- (ii) That all NJC employees receive an extra one day holiday as part of their annual leave entitlement from 1st April 2023.*

7. STAFF APPOINTMENTS AND MATTERS SINCE 28TH NOVEMBER 2022

RECOMMENDED :

To note the appointment of Amanda Hazell, as Responsible Financial Officer, starting on 6th February 2023.

8. STAFF AND COUNCILLOR TRAINING UPDATE (Attached)

RECOMMENDED:

To receive and note the Staff and Councillors Training update.

9. DEPUTY TOWN CLERK – COMMENCEMENT OF CILCA QUALIFICATION.

RECOMMENDED:

To note that Katherine Sears, Deputy Town Clerk has commenced her CiLCA Qualification.

10. STAFF – PROBATIONARY MEETINGS.

RECOMMENDED:

To note that Abi Gray, Louise Pearce and Ibby Kramar have successfully passed their probationary period following a Probationary meeting with the Town Clerk.

11. STAFF – EXIT INTERVIEW AND HANDOVER MEETING

RECOMMENDED:

That an exit interview and handover meeting was held with the RFO, Ian Kent on Friday 20th January 2023. The Interview was conducted by Cllr D Cooper (Chair of Personnel Committee) and the Town Clerk. To note the RFO's last working date is 31st January 2023.

12. 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.

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 (Item 14 - 18).

14. POST OF MUSIC STUDIO MANAGER (Advert, job description/person specification and application form - to follow) AND POST OF SESSIONAL MUSIC STUDIO STAFF (Advert, job description/person specification and application form – to follow)

RECOMMENDED:

- (i) To approve the recruitment paperwork for the part-time post of Music Studio Manager.*
- (ii) To approve the recruitment paperwork for the part-time post of sessional Music Studio staff.*
- (iii) Shortlisting panel and interview panel to be agreed.*

15. RESPONSIBLE FINANCIAL OFFICER – SALARY (Verbal report to be given by Town Clerk)

RECOMMENDED:

(i) To consider a pay scale increment for the RFO post.

16. PARKING CHARGES REIMBURSEMENT FOR FULL-TIME SENIOR OFFICER (Verbal information from the Town Clerk)

RECOMMENDED:

To consider reimbursement or a contribution towards parking fees for Senior Officer.

17. TOWN CLERK'S ANNUAL LEAVE 2022 – 2023

RECOMMENDED:

To make a decision in respect of the Town Clerk's annual leave outstanding for 2022 – 2023.

18. MATTERS RELATING TO BUSINESS AND COMMUNITY ENGAGEMENT OFFICER

RECOMMENDED:

To receive a verbal update by the Town Clerk.