

# KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on Tuesday 15 September 2020 starting at 7.30pm by Zoom conferencing.

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PRESENT: Councillors D Cooper (Chairman), T Crouch, A McGuinness, D Biddleston, B Simmons and A Wait

IN ATTENDANCE: Cheryl Scott – Town Clerk

27. APOLOGIES FOR ABSENCE

There were none.

28. DECLARATIONS OF INTEREST

There were none.

29. DISPENSATIONS

None.

30. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the (previously circulated) Minutes of the Extraordinary Personnel Cttee meeting held on 24<sup>th</sup> July 2020 (and not 10<sup>th</sup> February as stated on the Agenda) be confirmed as a true record and signed by the Chairman. The Chairman signed the minutes in front of the camera.

31. PUBLIC PARTICIPATION

There was none.

32. NJC PAY AWARD

The Local Government pay award had been agreed at 2.75% backdated to 1<sup>st</sup> April 2020. The Clerk informed the Cttee that backdated pay had been added to the September payroll run as part of the Council's contractual obligations to its employees.

RESOLVED:

To note the above

33. DATE OF NEXT MEETING

RESOLVED:

To note the next scheduled meeting (Annual Salary review) will be held on Tuesday 17<sup>th</sup> November 2020 at 7.30pm.

34. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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. Items 13 onwards are to progress staffing issues.

35. CLERK'S UPDATE ON STAFFING MATTERS

The Clerk's confidential report appraised the Cttee of appointments, departures, leave and absences and provided a list of training undertaken by staff and Councillors since April 2020.

RESOLVED:

To note the report.

36. GROUNDS MAINTENANCE TEMPORARY CONTRACTS

RESOLVED:

To extend the two temporary contracts to 31<sup>st</sup> March 2021.

37. GRIEVANCE AND DISCIPLINARY MATTERS

(a) The Chair of Personnel provided an update on the progress of matters in connection with Employee 1 who, on agreement with the Town Council, had now left the Council. Whilst all Committee members had been consulted during the process, the Cttee was asked to formally ratify the actions taken by Cllrs Biddleston, Cooper and Wait under delegated powers.

RESOLVED:

- (i) To ratify the terms of the agreement including payments.
- (ii) To ratify Chairman and Chair of Personnel as signatories to the agreement in accordance with NALC advice.
- (iii) To approve an agreed final payment to be made by the Town Clerk by BACS and authorised by Cllr Simmons before 21<sup>st</sup> September under delegated powers (to be ratified by Town Council at its next meeting).
- (iv) That Cllrs Biddleston, Cooper and Wait attend a final meeting (if required) with the employee by zoom.

(b) RESOLVED:

- (i) That the Clerk be excluded from the meeting and put in the waiting room

**RECOMMENDATION TO TOWN COUNCIL**

- (ii) **That the Council appoint an independent consultant to advise the Cttee on how best to proceed in order to ensure the Council properly addresses/complies with the complicated (and potentially conflicting) legislative issues that were required to be addressed. Cost quoted was £1140 which would require approval by Council as it would be taken from the professional fees budget**

The Town Clerk was admitted back to the meeting.

38. SENIOR OFFICERS TOIL/ANNUAL LEAVE/WORKLOAD

(a) A report was provided by the Town Clerk detailing TOIL and Annual Leave accrued by the Clerk from Jan to April this year and the TOIL accrued to date by both senior officers for this financial year commencing April. The matters creating the necessity for TOIL were identified in the report many of which had arisen as a direct result of the COVID pandemic.

(b) Some of the issues would be addressed under Item 17 Staff Appointments, however the Cttee were at this point being asked to consider how they wished to address TOIL already accrued.

(c) The Clerk advised that

- (i) the Government had enacted legislation in March permitting outstanding Annual Leave of keyworkers to be carried over from 31<sup>st</sup> March 2020 and spread over the next two years
- (ii) The Town Council's policy for all employees was that no more than 15 hours TOIL could be carried over from month to month or at the end of the financial year.

RESOLVED:

- (i) That the Clerk be removed to the waiting room.
- (ii) That 30% of TOIL be reimbursed for the previous financial year.
- (iii) That Time Sheets be presented to the Chairman and Chair of Personnel on a monthly basis.
- (iv) That any future TOIL must be authorised in advance by the Chairman and Chair of Personnel.
- (v) That a decision on how to address the TOIL already accrued this financial year be deferred.
- (vi) That Cllrs Simmons and Cooper be appointed to conduct a skills audit of current and future requirements in respect of Council staff resources.

The Clerk was admitted back to the meeting.

39. At this point the Cttee, conscious of time requested advice from the Clerk as to what matters urgently needed addressing and what matters could be deferred to a future meeting.

RESOLVED:

That the following matters be deferred until a future meeting:

Item 15 (Employee Handbook, Policies and Procedures Review) and

Item 17 (Staff Resources) - with the exception of consideration of the appointment of a new Youth Worker and Grounds Maintenance Worker.

#### 40. REMOTE AND OFFICE WORKING

RESOLVED:

That pro-rata Working from Home Allowance up to the government maximum of £6 per week be implemented from 1<sup>st</sup> October for all staff that are required to work from home.

#### 41. NEW HR/HEALTH AND SAFETY CONTRACT NOVEMBER 2020

The Council's 3 year contract with its current supplier is due to end in November. The Cttee had the option to recommend to Town Council an extension for a further year of the existing contract or to go out to tender now for 3 quotes. The cttee felt that, given the ongoing support and advice provided by the current company during the last few months on specific personnel matters that were still ongoing, it would be preferable to continue with the current company for a further year.

#### **RECOMMENDATION TO TOWN COUNCIL:**

**To extend the 3 year contract with Ellis Whittam for a further year.**

#### 42. ANNUAL SALARIES 6 MONTH BUDGET MONITORING UPDATE

The Clerk provided an updated budget spreadsheet of staffing costs adjusted for

- a) Revised hours/appointments/staff changes from April to include 1 x 21hr temporary GM worker and 1 x 21hr Barrier Operative/Litter Picker
- b) the actual salary increase of 2.75% (rather than the projected 5%) and the reduction in Employer's Pension contributions to 18.8% (from the projected 21%).

Overall therefore the salaries budget agreed in Jan 2020 as part of the budget would have a surplus at the year end subject to any future staff appointments this year.

RESOLVED:

To note the above.

#### 43. NEW STAFF APPOINTMENTS

The Cttee had earlier decided to defer most of the item pending the outcome of the skills audit/resources review to be conducted by Cllrs Simmons and Cooper; with the exception of possible immediate recruitment as follows:

RESOLVED:

- (i) To commence the recruitment process for replacement of the Senior Youth Worker.
- (ii) To defer recruitment of any additional Youth Support Workers or Assistant Youth Support Workers pending two current staff members achieving their NVQ Level 3 qualifications.
- (iii) To defer recruitment of a permanent full-time Grounds Maintenance worker in light of the temporary appointments already made.

The meeting ended at 21.38

SIGNED:..... (Chairman)

Dated:.....