

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on Tuesday 25th February 2021 starting at 7.30pm by Zoom conferencing.

PRESENT: Councillors D Cooper (Chairman), A Halliday (substituting for A Sinclair), A McGuinness, D Biddleston, B Simmons, A Wait

IN ATTENDANCE: Cheryl Scott – Town Clerk

103. APOLOGIES FOR ABSENCE

There were none. The Chair welcomed Cllr Halliday.

104. DECLARATIONS OF INTEREST

There were none.

105. DISPENSATIONS

There were none.

106. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the (previously circulated) Minutes of the Personnel Cttee meeting held on 9th February 2021 be confirmed as a true record and signed by the Chairman at a later date.

107. PUBLIC PARTICIPATION

There was none.

108. DATE OF NEXT MEETING

RESOLVED

To note the next Personnel Committee meeting will take place on Tuesday 16th March 2021 to discuss skills audit.

109. 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.

110. GROUNDS MAINTENANCE RECRUITMENT

The application pack including advert and job description were reviewed. The Clerk appraised the Cttee on advice from Ellis Whittam in respect of Tetanus and COVID immunisation requirements of the successful applicant once appointed owing to the risk assessments in relation to the duties of the post.

RESOLVED

- (i) To remove the section offering the options of Job Share/Flexible working.
- (ii) To approve the recruitment pack/advert.
- (iii) That the shortlisting panel meet week commencing 5th April and consist of the Grounds Maintenance Supervisor, a Senior Officer and Cllr B Simmons.

- (iv) That the interview panel consist of the Grounds Maintenance Supervisor, a Senior Officer and Cllr A Wait. Interviews to take place virtually on Tuesday and Wednesday 13/14th April.

111. TEMPORARY ADMINISTRATIVE SUPPORT FOR SENIOR OFFICERS

The Committee discussed the paper presented by the Clerk.

- (a) 3 costed options were provided in respect of either employment (£2k), contract a locum service (£25k) or contract one or two existing part-time Clerks/senior officers on a self-employed basis (£14-19k). The Clerk advised that Town Council had approved release of funds up to £25k at its meeting the day before so the Cttee could now proceed with appointment.
- (b) The duties had been divided into “packages” of expertise and the Cttee felt it would not be possible to find one person with all the expertise required. Nor would they be able to fulfil all the duties specified in a 37 hour week. It was felt that the only element of the finance package currently required was to source 3 quotes for purchasing decisions. The main role required was Marketing and Communications with other administrative duties including minutes preparation.

RESOLVED

- (i) To source self-employed individuals directly i.e. Option 3.
- (ii) That the Chairman, Town Clerk and Deputy Town Clerk be delegated to determine the final works package specification.

112. SKILLS AUDIT UPDATE

The meetings with the administrative staff had gone well and there remained the meetings with the Town Clerk and Deputy Town Clerk which would take place next week. Cllrs Cooper and Simmons would be working on the proposals for new posts with a view to bringing them to the Personnel Committee on 16th March once the Senior Officers had been given the opportunity to comment.

RESOLVED

To note the update.

113. TOWN COUNCIL MEETING 24TH FEBRUARY

It was noted that the Council had approved the release of up to £2500 from General Reserves for mediation services if required as an outcome of the Grievance. The Chair had made enquiries and would be bringing details back to the Committee. In view of the Agenda for the Extraordinary meeting taking place immediately after this meeting it was

RESOLVED

To defer a decision on mediation to the next meeting.

The meeting ended at 20.20

SIGNED:..... (Chairman)

Dated:.....