

# KEYNSHAM TOWN COUNCIL

Minutes of the Extraordinary Personnel Committee meeting held on Thursday 6th May 2021 starting at 7.30pm by Zoom conferencing.

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**PRESENT:** Councillors D Biddleston, D Cooper (Chairman), C Fricker, A McGuinness, B Simmons and A Wait

**IN ATTENDANCE:** Cheryl Scott – Town Clerk; Dawn Drury - Deputy Town Clerk

## **1. APOLOGIES FOR ABSENCE**

Cllr Sinclair.

## **2. DECLARATIONS OF INTEREST**

There were none.

## **3. DISPENSATIONS**

There were none.

## **4. PUBLIC PARTICIPATION**

There was none.

## **5. RECORD OF PREVIOUS MEETINGS**

**RESOLVED**

That the minutes of the meeting and subsequent Extraordinary meeting held on 29<sup>th</sup> April 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

## **6. DATE OF NEXT MEETING**

The next scheduled meeting of the Personnel Committee is Tuesday May 25<sup>th</sup> 2021. However, this will be before National Lockdown ends and after virtual meetings are no longer permissible in law. The Clerk advised that there were job descriptions for the Youth Development Officer and Cultural Consortium Officer that would need to be considered. The job description could be discussed virtually with the Clerk acting under delegated powers to finalise them.

**RECOMMENDATION**

Available members of the Cttee would meet by video conferencing to consult with the Clerk in respect of job descriptions for the new positions on Tuesday 25<sup>th</sup> May at 7.30pm.

## **7. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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. Items 8 onwards are to progress staffing issues.

## **8. DISCIPLINARY, GRIEVANCE, FLEXIBLE WORKING AND OTHER PROCEDURAL STAFF MATTERS**

The Clerk left the meeting and the Deputy Clerk clerked the Item.

Resolved

- (i) To finalise the outcome letter in response to a staff grievance in conjunction with Ellis Whittam.
- (ii) Deputy Town Clerk to source a mediator for early June 2021.

The Clerk re-joined the meeting.

## **9. SKILLS AUDIT**

The Chair of Personnel reported back on discussions with the admin staff in respect of their existing and proposed duties. As a result of these discussions the creation of one new full-time and two new part-time posts was recommended.

The proposal was that the two part-time posts would work 4hrs per day 5 days per week in order to ensure the office was covered at all times bearing in mind the current working arrangements for the existing part-time staff.

The Clerk advised the Committee of the process that was now required in order for the Council to be in a position to recruit two new posts.

- a) All existing staff to be issued with proposed new job descriptions with a 14 day consultation period to discuss and finalise the new job descriptions.
- b) New job descriptions to be prepared for new posts.
- c) Once all job descriptions had been finalised, to be sent to the consultants for grading.
- d) Once all salaries were known, a 3 year financial projection to go to Finance/full Council in July for consideration on how the Council would be able to financially sustain the posts.
- e) Commencement of recruitment process over the summer with a view to new starters commencing at the earliest October 2021.

RESOLVED

- (i) To agree in principle the 3 new posts to be created as follows:  
Finance Officer – full time reporting to Clerk.  
Business & Community Engagement Officer (20hrs/week) reporting to Deputy Clerk.  
Assistant Clerk (20 hours per week) reporting to Clerk.
- (ii) To continue progressing matters according to the process described by the Clerk to commence with the discussion of job descriptions for the new posts on 25<sup>th</sup> May.

## **10. RE-GRADING EXERCISE**

Updated quotes are provided in respect of the re-grading exercise which is required to be conducted in response to the NJC re-organisation of spinal points for 2019/20 onwards and assigning salary levels to the proposed new positions.

RESOLVED

To appoint LGRC to conduct the re-grading exercise at a cost of £2,250 plus VAT and expenses.

**11. DRAFT TOIL POLICY FOR CONSULTATION**

RESOLVED

Cllr Biddleston and the Clerk to consult and bring back a consolidated draft TOIL policy for discussion and subsequent staff consultation.

The Clerk and Deputy Clerk left the meeting.

**12. ACCRUED ANNUAL LEAVE/TOIL**

Clerk – 230 hours TOIL accrued  
DTC – 74 hours TOIL accrued  
(no. of hours rounded up)

RESOLVED

Due to the exceptional circumstances that encountered due to the Covid-19 epidemic, the Cttee are happy to pay the 2 Senior Officers 65% of the TOIL accrued to date. The remainder of this TOIL should be taken between now and the end of 2021. After this date the TOIL cannot be carried over.

Going forward, any accrued TOIL over 15 hours per month should be agreed with Chair of Town Council or Chair of Personnel. It is important that Senior Officers manage their time reasonably, for the sake of their own well-being.

In summary then, the Town Clerk will be paid 150 hours and take the remaining 80 hours as TOIL, and the DTC will be paid 48 hours and take 26 hours as TOIL.

The meeting ended at 9.15 p.m.

SIGNED:..... (Chairman)

Dated:.....