

# KEYNSHAM TOWN COUNCIL

## Notes of the Extraordinary Personnel Committee Consultation held via Zoom on Tuesday 1<sup>st</sup> February 2022 at 7.30pm.

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

IN ATTENDANCE: Dawn Drury – Acting Town Clerk and Cllr A Halliday

1. A re-scheduled recruitment timetable was shown to the Committee. A copy of the advertisement for the post of RFO will be forwarded by the Acting Town Clerk to the Chair of the Personnel Committee for agreement.
2. The Acting Town Clerk reported that Minute 166 of the 8<sup>th</sup> of December 2021 Personnel Committee meeting laid out decisions for the interviewing panel and procedure for shortlisting. The Acting Clerk informed the Committee of the following, for transparency reasons, the following information needs to be ratified at the next full Town Council meeting.

All queries, application forms, format of interview and paperwork will be handled directly by the Chair of Personnel Committee in consultation with Ellis Whittam, as required, and all the correspondence relating to the interview process and appointment of the new Town Clerk will be managed by the Chair of the Personnel Committee, due to interest in the post by a member of staff.

The Chair of Personnel informed the Committee that the post has already been advertised on the Town Council website, ALCA website and SLCC website.

3. The Acting Town Clerk shared her screen, so that the Committee could see the updated training schedule.
4. In respect of the Litter Picker and Bandstand Attendant post for 2022, the recruitment process will be managed by the Acting Town Clerk, as in previous years. Last year, the litter picking post was undertaken by Ms Bush and she is keen to fulfil the role again in 2022.
5. A report detailing the outcome of the recent Unison industrial action ballot was shared with the Committee and the Acting Town Clerk reported that there had not been enough votes cast to call a strike.
6. In respect of the Acting Town Clerk's outstanding 12 days annual leave for 2021 – 2022, whether this be paid or carried forward in March 2022.

That the decision be made by the Acting Town Clerk and reported back to Council.

SIGNED:..... (Chairman)

Dated:.....

