

# KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on 16<sup>th</sup> November 2022 starting at 8.00 pm in the Town Council office.

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PRESENT: Cllrs C Fricker, A Halliday, A McGuinness and A Wait

IN ATTENDANCE: Dawn Drury – Town Clerk

## 33. APOLOGIES FOR ABSENCE

Cllrs D Biddleston, D Cooper and B Simmons.

## 34. DECLARATIONS OF INTEREST

There were none.

## 35. DISPENSATIONS

There were none.

## 36. PUBLIC PARTICIPATION

There was none.

## 37. RECORD OF PREVIOUS MEETINGS

### **RESOLVED:**

(i) *That the minutes of the Extra Ordinary meeting held on 20<sup>th</sup> July 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.*

## 38. DATE OF NEXT MEETING

### **RESOLVED:**

*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.*

## 39. 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, (agenda Items 8 – 14 staffing matters).*

## 40. STAFF AND COUNCILLOR TRAINING UPDATE

### **RESOLVED:**

*To receive and note the staff and Councillor training schedule as of November 2022.*

#### 41. TRAINING AND DEVELOPMENT BUDGET

*RESOLVED:*

- (i) To recommend to full Council that the Grounds Maintenance training budget be reduced to £4,000 for the financial year 2023 – 2024.*
- (ii) To recommend to full Council that the Staff and Councillor training budget remain at £6,000 for the financial year 2023 – 2024.*
- (iii) To recommend to full Council that a new nominal code be set up for Youth Training and that a budget of £6,000 be set for Youth Training for the financial year 2023 – 2024.*

#### 42. STAFF APPOINTMENTS AND MATTERS SINCE 20<sup>TH</sup> JULY 2022

*RESOLVED:*

*To receive and note agenda items (i) – (vi)*

#### 43. LOCAL GOVERNMENT NJC PAY AWARD 2022

*RESOLVED:*

- (i) To receive and note the information in respect of the NJC Pay Award and back dated pay.*
- (ii) That Town Council employees will not be awarded an additional day of leave as part of the NJC settlement. This directive was really for Councils that have employees on 23 days annual leave or less.*

*RESOLVED:*

*That the Town Clerk write to all NJC contracted employees informing them of this decision.*

#### 44. COVID VACCINATIONS FOR STAFF

*RESOLVED:*

*That Keynsham Town Council staff will not be permitted time off without loss of Annual leave or Flexi leave to attend appointments for COVID Vaccinations.*

*RESOLVED:*

*That the Town Clerk write to all employees informing them of this decision.*

#### 45. STAFF SALARY BUDGET

The Committee were presented with some late paperwork in respect of a new post for a Music Studio Manager.

*RESOLVED:*

- (i) *That an Extra Ordinary Personnel meeting be arranged to discuss this one item before the next Town Council meeting.*
- (ii) *That Abi Gray, Youth Worker be present at this meeting, to speak in respect of this matter.*
- (iii) *That the draft agreement in respect of hire of the Music Studio be presented to this meeting.*
- (iv) *That the Salary budget sheet be amended to include an explanation of the calculation of the forecast and budget figures.*

**RECOMMENDED:**

*That the amended budget sheet be presented to the December Town Council meeting for approval.*

**46. RESPONSIBLE FINANCIAL OFFICER RECRUITMENT**

**RESOLVED:**

- (i) *That the advert and job description for the post of Responsible Financial Officer be circulated to all Personnel Committee members with instructions for any comments, amendments or additions to be sent to the Town Clerk by first thing on Friday 18<sup>th</sup> November 2022.*
- (ii) *That the advertisement be live on Friday 18<sup>th</sup> November with a closure date of 2<sup>nd</sup> December 2022.*
- (iii) *That if shortlisting is required that Councillors A. Halliday and A. McGuinness be invited to undertake this task.*
- (iv) *That the provisional interview panel be the Town Clerk, Councillors A Wait and D Cooper.*

The meeting ended at 8.45 p.m.

SIGNED:..... (Chairman)

Dated:.....