

KEYNSHAM TOWN COUNCIL

Minutes of the Extra Ordinary Personnel Committee meeting held on 30th January 2023 starting at 5.00 pm in the Town Council office.

PRESENT: Cllrs, D Cooper, C Fricker, A McGuinness and A Wait

IN ATTENDANCE: Dawn Drury – Town Clerk

NOT PRESENT: Cllr B Simmons

56. APOLOGIES FOR ABSENCE

Cllrs D Biddleston and A Halliday.

57. DECLARATIONS OF INTEREST

There were none.

58. DISPENSATIONS

There were none.

59. PUBLIC PARTICIPATION

There was none.

60. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the meeting held on 28th November 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

61. LOCAL GOVERNMENT NJC PAY AWARD 2022

RESOLVED:

(i) *That the decision made in November be rescinded.*

(ii) *That all employees on NJC contracts receive an extra one-day holiday as part of their annual leave entitlement from 1st April 2023.*

62. STAFF APPOINTMENTS AND MATTERS SINCE 16TH NOVEMBER 2022

RESOLVED:

To note the appointment of Amanda Hazell, as Responsible Financial Officer, starting on 6th February 2023.

63. STAFF AND COUNCILLOR TRAINING UPDATE

RESOLVED:

To receive and note the Staff and Councillors Training update.

64. DEPUTY TOWN CLERK – COMMENCEMENT OF CILCA QUALIFICATION.

RESOLVED:

To note that Katherine Sears, Deputy Town Clerk has commenced her CiLCA Qualification.

65. STAFF – PROBATIONARY MEETINGS.

RECOMMENDED:

To note that Abi Gray, Louise Pearce and Ibbly Kramar have successfully passed their probationary period following a Probationary meeting with the Town Clerk.

66. STAFF – EXIT INTERVIEW AND HANDOVER MEETING

RESOLVED:

That an exit interview and handover meeting was held with the RFO, Ian Kent on Friday 20th January 2023. The Interview was conducted by Cllr D Cooper (Chair of Personnel Committee) and the Town Clerk. To note the RFO's last working date is 31st January 2023.

67. DATE OF NEXT MEETING

RESOLVED:

To note that the next scheduled meeting of the Committee will be on 24th May 2023, but that there may be a requirement to convene a meeting prior to this date in order to deal with emerging/emergency Personnel matters.

68. 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, sensitive staff matters (Item 14 - 18).

69. POST OF MUSIC STUDIO MANAGER AND POST OF SESSIONAL MUSIC STUDIO STAFF

The Job Description and Person Specification for the post of Music Studio Manager required the following amendments:

- Title: should read Music Studio Manager (2-year fixed term contract)
- Essential skills add and Experience.

- Remove the word 'Experience' from numbers 1, 4, 5, 6, and 7 under Essential Skills & Experience.

Other types of software not included in the job description and Person specification to be included in an interview question.

RESOLVED:

- (i) *To approve the recruitment paperwork for the part-time post of Music Studio Manager.*
- (ii) *Shortlisting panel and interview panel to be agreed.*
- (iii) *To note that approval of the recruitment paperwork for the part-time post of sessional Music Studio staff is to be deferred to a date after the appointment of the Music Studio Manager so that they may have involvement in the interview process of sessional music studio staff.*

70. RESPONSIBLE FINANCIAL OFFICER – SALARY

RESOLVED:

That a pay increase to NJC SCP 32 be awarded on successful completion of the three month probation period.

71. PARKING CHARGES REIMBURSEMENT FOR FULL-TIME SENIOR OFFICER

RESOLVED:

That the RFO may claim back receipts for parking on the days that an evening meetings is to be attended.

72. TOWN CLERK'S ANNUAL LEAVE 2022 – 2023

RESOLVED:

To approve the carry forward of two days annual leave from 2022 – 2023 to the forthcoming annual leave year of 2023 – 2024.

73. MATTERS RELATING TO BUSINESS AND COMMUNITY ENGAGEMENT OFFICER

RESOLVED:

To approve flexible working times within the Business and Community Engagement Officer's contracted 20 hours, to aid her with current family circumstances. Day and times to be approved by the Town Clerk following consultation. A letter to be sent to the employee stating that special dispensation has been granted for reasonable adjustments due to personal circumstances.

74. BANDSTAND AND LITTER PICKER CONTRACT 2023 -2024

RESOLVED:

To renew the contract of Lydia Bush for post of Litter Picker and Bandstand Attendant from 1st April 2023 – 1st October 2023.

The meeting ended at 8.10 p.m.

SIGNED:..... (Chairman)

Dated:.....