

KEYNSHAM TOWN COUNCIL

Minutes of the Extra Ordinary Personnel Committee meeting held on 17th March 2023
starting at 9.00 a.m. in the Town Council office.

PRESENT: Cllrs D Cooper, C Fricker, A McGuinness and B Simmons

IN ATTENDANCE: Dawn Drury – Town Clerk

75. APOLOGIES FOR ABSENCE

Cllrs D Biddleston, A Halliday and A Wait.

76. DECLARATIONS OF INTEREST

There were none.

77. DISPENSATIONS

There were none.

78. PUBLIC PARTICIPATION

There was none.

79. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the meeting held on 30th January 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.

80. JNC Pay Award 2022 – 2023

RESOLVED:

To receive and note the information.

81. 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.

82. 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 (agenda Items 9 - 12).

83. STAFF APPOINTMENTS AND MATTERS SINCE 30TH JANUARY 2023

RESOLVED:

To receive and note the information.

84. POST OF MUSIC STUDIO MANAGER

RESOLVED:

- (i) To receive and note the report.*
- (ii) To approve the pay scale increase for the post of Music Studio Manager, as per the Confidential Report, subject to completion of a satisfactory three months probationary period.*

85. STAFF TRAINING AND STUDY LEAVE

RESOLVED:

- (i) To receive and note the report.*
- (ii) That the 3.5 hours unallocated contract hours should be used for study leave and course attendance for Youth Workers to complete their NVQ levels 2. To be reviewed at start of NVQ level 3.*

86. PROPOSED RESIDENTIAL

RESOLVED:

- (i) To receive and note the attached report.*
- (ii) That only one member will be on night-time on call duty per night (Friday and Saturday)*
- (iii) That staff dealing with any night-time incidents should record the duty, as Time in Lieu.*
- (iv) That staff on the Residential will be paid for the following hours:
Friday 9.00 a.m. – 10.00 p.m. (13 hours)
Saturday 8.00 a.m. – 10.00 p.m. (14 hours)
Sunday 8.00 a.m. – 11.00 a.m. (4 hours)*
- (v) That going forward the Youth Development Officer must present a spreadsheet with a detailed breakdown of all cost for approval, before planning any large scale event or residential.*

- (vi) *That the Youth Service undertake fund raising activities and apply for grants to assist with cost towards further events and residentials*
- (vii) *That prior to any future event or residential, Town Council after reviewing the budget sheet for the activity, will set a targeted fund raising amount for the Youth Service to raise.*
- (viii) *That the Youth Development Officer produce a report to be presented to Personnel Committee after any large event or residential.*

The meeting ended at 9.25 a.m.

SIGNED:..... (Chairman) Dated:.....

DRAFT