

# KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on 31<sup>st</sup> January 2024 starting at 5.00 p.m. in the Town Council office.

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PRESENT: Cllrs M Burton, C Fricker, H MacFie and A Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

## 76. APOLOGIES FOR ABSENCE

**RESOLVED**

*That apologies be received and accepted from Cllrs C Davis and A Halliday.*

## 77. DECLARATIONS OF INTEREST

There were none.

## 78. DISPENSATIONS

There were none.

## 79. PUBLIC PARTICIPATION

There was none.

## 80. RECORD OF PREVIOUS MEETINGS

**RESOLVED:**

*That the minutes of the meeting held on 7<sup>th</sup> December 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.*

## 81. UPDATE ON APPOINTMENT OF YOUTH SUPPORT WORKER

**RESOLVED:**

- (i) To receive and note the information regarding the original offer.*
- (ii) To note the information regarding the re-posting of the advert.*
- (iii) That Councillor M Burton join the Youth Leader and Town Clerk on the interview panel. Date of the interview to be agreed by the interview panel.*

## 82. UPDATE ON APPOINTMENT OF MUSIC SUPPORT WORKER

**RESOLVED:**

- (i) To receive and note the verbal update from the Town Clerk in respect of the applicants DBS documents.*
- (ii) That the applicant be requested to give weekly updates and deadline be set for receipt of the documents. If the deadline is not met the Personnel Committee to review the matter.*

*DBY*

83. KEYNSHAM TOWN COUNCIL MANAGING YOUNG PEOPLE'S BEHAVIOUR POLICY WITH GOOD PRACTICE GUIDELINES

RESOLVED:

- (i) To receive and the note the Policy.
- (ii) That the Policy be approved with the following addition: -

*"If the Youth Leader makes a decision to exclude a Youth Club user on the night of an incident. The Youth Leader will firstly telephone the young person's parent(s)/carer(s) to inform them that the young person is to be excluded from TimeOut, requesting that they are to be collected, or if this is not possible that confirmation is given that there will someone at home to receive them".*

*Page 9. Behaviour Contract*

*We agree add: -*

*"We will listen to your views to help develop the service".*

84. DATE OF NEXT MEETING

RESOLVED:

*To note that the next scheduled meeting of the Committee will be in the new Municipal Year 2024 – 2025, but that there may be a requirement to convene a meeting prior to this date in order to deal with emerging/emergency Personnel matters.*

85. 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, sensitive staff matters (agenda items 11 - 14).*

86. MUSIC STUDIO MANAGER – TOIL/FLEXI

RESOLVED:

- (i) To receive and note the report.
- (ii) That on this occasion the Toil/Flexi is not granted as the Employee has previously received a letter detailing that working from home is not permitted. This is also clearly stated in the Employee Handbook. If an incident should arise in the future, where working from home is essential then this must be agreed in advance by the Town Clerk.

87. MUSIC STUDIO MANAGER – CHANGE OF DAYS/WORKING TIMES

RESOLVED:

- (i) To receive and note the report.

- (ii) *That the Music Studio Manager continue to work his current agreed working days/times keeping a diary of his working pattern e.g. time allocated to the Music Studio, time allocated to one-to-one sessions, time allocated to workshops and other events and time allocated to administration activities for a period of three months (to the end of May) from the date of his return to work 28<sup>th</sup> February 2024 (following paternity leave).*

*The diary to be presented to the Personnel Committee so that the change of working days/times can be reviewed.*

## 88. REQUEST FOR A YOUTH TEAM LEADER

### RESOLVED:

- (i) *To receive and note the report.*
- (ii) *That Ibolya Kramar (Ibby) be given a scale increment on 1<sup>st</sup> March 2024 to JNC SP9 in recognition of her achieving her NVQ Level 3 and taking on more responsibility within the Youth Centre. Ibby to attend meetings with the Town Clerk in June and August 2024 so that a review of performance may be undertaken.*
- (iii) *A second increment to JNC SCP10 to be allocated in September 2024 dependent on the outcome of the review meetings. Any concerns to be referred back to Personnel Committee before awarding the pay increment.*
- (iv) *On completion of her NVQ Level 4, the Personnel Committee to consider introducing a new post title of Team Leader with associated pay scale.*

## 89. NEW NALC/SLCC MODEL CONTRACT OF EMPLOYMENT FOR LOCAL COUNCILS

### RESOLVED:

- (i) *To receive and note the Town Council's Model Contract of Employment with amendments and current Town Council contract.*
- (ii) *To approve the Template Contract with its amendments.*

The meeting ended at 6.00 p.m.

SIGNED: A. B. Kelleher (Chairman)

Dated: 8/dec/24

