

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on 8th April 2024 starting at 7.00 p.m. in the Town Council office.

PRESENT: Cllrs A Alenshasy, C Davis, C Fricker, A Halliday, H MacFie and A Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

90. APOLOGIES FOR ABSENCE

RESOLVED

That apologies be received and accepted from Cllr M Burton.

91. DECLARATIONS OF INTEREST

There were none.

92. DISPENSATIONS

There were none.

93. PUBLIC PARTICIPATION

There was none.

94. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the meeting held on 31st January 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

95. UPDATE ON APPOINTMENT OF SESSIONAL MUSIC STUDIO WORKER

RESOLVED:

To note that James Gay has been offered the post conditionally on receipt of satisfactory references and a clear DBS check. This is a part-time fixed term contract. Start date to be confirmed.

96. REQUEST FOR CHANGE OF HOURS FROM MUSIC STUDIO MANAGER

RESOLVED:

That the Employee should be informed that their working hours should remain as existing, and the change of hours is not granted.

97. EMPLOYEE EXTENDED ANNUAL LEAVE REQUEST & POSSIBLE FLEXIBILITY OF WORK HOURS FROM SEPTEMBER 2024

RESOLVED:

That the Employees request be approved.

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98. SAFER RECRUITMENT - INTERVIEW PANELS

RESOLVED:

That Councillors should email the Town Clerk if they wish to undertake the Safer Recruitment training.

99. KEYNSHAM TOWN COUNCIL SAFER RECRUITMENT AND SELECTION POLICY

RESOLVED:

That the Personnel Committee recommend to full Council that the Safer Recruitment and Selection Policy be approved.

100. KEYNSHAM TOWN COUNCIL RECRUITMENT OF EX-OFFENDERS POLICY

RESOLVED:

That with the following clause addition, under the previous offences section on page 3, that it be recommended to full Council that the Policy be approved: -

Only the interview panel will be made aware of any declarable offences and the information will not be shared beyond the panel.

101. KEYNSHAM TOWN COUNCIL PAY & CONDITIONS POLICY INCLUDING STAFFING STRUCTURE, PAY STATEMENT AND PAY MULTIPLE

RESOLVED:

- (i) That the review date for this Policy be Annual.*
- (ii) That advice be sought from the Council's legal advisors in respect of the section 11 – Capability.*
- (iii) That, if advised that, the section on Capability is deemed appropriate then a Capability Procedure is produced and approved by Council.*
- (iv) That the Staffing Structure, Pay Statement and Pay Multiples need some more work including clarification of the contract titles.*
- (v) That the Policy be brought back to Personnel Committee once amended and checked by NALC and the Town Council HR Advisers.*

It was clarified that all Job Descriptions and Personal Specifications for Council posts have a clause that states: -

Any other duties required by the Council related to your role such as attending relevant training and team meetings.

102. APPRAISALS UPDATE

RESOLVED:

That it be noted that the Appraisal process is going well and staff are happy with the new appraisal form.

That the Clerk will continue working on staff appraisals throughout the year to ensure that all staff appraisals are completed.

103. NEURODIVERSITY TRAINING AND WORKSHOPS – TIMEOUT

RESOLVED:

- (i) That the quote for staff and young people training that was presented is not approved.*
- (ii) That free or cheaper options be sought by the Youth Leader and that these be presented to Personnel Committee at its next meeting.*

104. EQUALITY & DIVERSITY POLICY

RESOLVED:

That, with an amendment that the nine characteristics be numbered on the first page rather than be bullet points, the Personnel Committee recommend to full Council that the Policy be approved.

105. DATE OF NEXT MEETING

RESOLVED:

To note that the next scheduled meeting of the Committee will be 23rd May 2024 at 6.30 p.m. in the Town Council office.

106. 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 item 18).

107. UPDATE ON YOUTH DEVELOPMENT OFFICER WEEKLY MEETINGS AND MARCH REVIEW MEETING WITH CLLR BURTON

In his absence Cllr Burton was thanked for the comprehensive nature of this report.

The contents of the Confidential report were considered thoroughly by the Committee. The report will be used to formulate some of the agenda items for Youth Strategy meetings.

RESOLVED:

That the 12 recommendations from the confidential report be approved.

The meeting ended at 9.00 p.m.

SIGNED: *Ce. B. Healdley* (Chairman)

Dated: *23/5/24*

