

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on Thursday 14th November 2024
at 6.30 p.m. in the Town Council Office

PRESENT: Cllrs Burton, Fricker, Halliday (Chair), MacFie and Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

54. APOLOGIES FOR ABSENCE

RESOLVED

Apologies were received and accepted from Councillor Davis.

55. DECLARATIONS OF INTEREST

There were none.

56. DISPENSATIONS

There were none.

57. PUBLIC PARTICIPATION

There was none.

58. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the meeting held on 26th September 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

59. APPRAISALS UPDATE

RESOLVED:

(i) To receive and note the update on appraisals.

(ii) To note that Cllrs Halliday and Burton undertook the Clerk's appraisal.

60. STAFF AND COUNCILLORS TRAINING SCHEDULE

RESOLVED:

To receive and note the schedule.

61. EMPLOYEE TRAINING UPDATE

RESOLVED:

To note that Ibbby Kramar, Kelly Jones and Maggie Hill have all passed the Level 2 Food Safety and Hygiene training.

62. NEONATAL CARE ACT 2024

RESOLVED:

- (i) To note that there is no reference to Neonatal Care in the Employee Handbook to cover this Act.*
- (ii) That the Clerk seek confirmation from WorkNest that the proposed wording from the Act should be inserted into the Employee Handbook before the Act comes into force in April 2025.*
- (iii) That the clauses to be entered into the Employee Handbook are approved by full Council at a future meeting.*

63. STAFF COMPLIMENT LETTERS/EMAILS

RESOLVED:

To receive and note the letters/emails.

64. PERFORMANCE IMPROVEMENT OF POLICY AND PROCEDURE

RESOLVED:

- (i) To note that this item has been considered and resolutions made at a previous meeting.*
- (ii) That the Clerk undertake the action of checking with WorkNest the protocol and procedures for handling performance improvement.*

65. DATE OF NEXT MEETING

RESOLVED:

To note that the next Personnel Committee meeting will be called as and when required. There is no meeting scheduled currently.

66. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

In accordance with Standing Order 3(d) 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 14 -18).

67. SUPERVISION NOTES FOR YOUTH DEVELOPMENT WORKER

RESOLVED:

- (i) To receive and note the Supervision notes.*
- (ii) That the Clerk request the Supervision notes for October/November 2024.*
- (iii) That the Clerk be provided in advance with dates for all future Youth Service Team meetings.*
- (iv) That the Youth Development Officer report every safeguarding issue in writing to the Clerk and to the relevant department of B&NES Council as soon as they occur.*

68. MATTERS RELATING TO THE POST OF YOUTH DEVELOPMENT OFFICER

RESOLVED:

- (i) To receive and note the verbal update from Cllr Burton and the Town Clerk.
- (ii) To note the processes that Cllr Burton explained.

69. NJC PAY AWARDS 2024 – 2025 AND BACK DATED PAY INFORMATION

RESOLVED:

- (i) That the NJC pay award 2024 – 2025 information be received and noted.
- (ii) That the backdated pay be approved.

70. SALARIES BUDGET 2025 – 2026

RESOLVED:

- (i) That the Town Clerk forward details of the proportion of youth salaries to all salaries and the proportion of Youth Service budget in comparison to the budget for all Council activities, services and events.

71. YOUTH BUDGET DEFERRED FROM YOUTH STRATEGY WORKING PARTY MEETING

RESOLVED:

- (i) That the Town Clerk arrange a further meeting (early December) to discuss the future of the Youth Service.
- (ii) That the Town Clerk undertake some research and bring her findings and options to the next meeting.
- (iii) That the Town Clerk investigate how B&NES Youth Service budget is being spent through South West Connect.
- (iv) That the following budgets are applied to Youth Service activities for 2025- 2026.

4045 - £100	4140 - £1500	4511 - £150
4051 - £500	4141 - £15000	
4085 - £900	4142 - £150	
4091 - £300	4143 - £1000	
4093 - £3000	4178 - £0	
4094 - £50	4179 - £300	
4118 - £1000	4180 - £0	
4119 - £2000	4181 - £0	

The meeting finished at 8.05 p.m.

SIGNED: (Chairman)

Dated:.....

DRAFT