

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on 23rd May 2024 at 6.30 p.m. in
MakeSpace

PRESENT: Cllrs C Fricker, A Halliday and A Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

1. ELECTION OF CHAIRMAN 2024/2025

RESOLVED:

That Councillor A Halliday be elected as Chair of the Personnel Committee for the Municipal Year 2024/2025.

2. ELECTION OF VICE CHAIRMAN 2024/2025

RESOLVED:

That Councillor M Burton be elected as Vice Chair of the Personnel Committee for the Municipal Year 2024/2025. This election to be confirmed by Cllr Burton that he accepts the post at the next meeting.

3. APOLOGIES FOR ABSENCE

RESOLVED

There were none.

4. DECLARATIONS OF INTEREST

There were none.

5. DISPENSATIONS

There were none.

6. PUBLIC PARTICIPATION

There was none.

7. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the meeting held on 8th April 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

8. UPDATE ON APPOINTMENT OF SESSIONAL MUSIC STUDIO WORKER

RESOLVED:

To note that James Gay was offered the post conditionally on receipt of satisfactory references and a clear DBS check which have now been received. This is a part-time 2-year fixed term contract for 10.5 hours. He started the post on 13th May 2024.

9. EMPLOYEE EXTENDED ANNUAL LEAVE REQUEST (under clause 5.5 of the Employee Handbook)

RESOLVED:

- (i) To receive and note the information.*
- (ii) To approve the request.*
- (iii) That the Clerk inform the employee of this information.*

10. EMPLOYEE HANDBOOK

RESOLVED:

- (i) To note that there were no staff requests for amendments/additions to the Employee Handbook.*
- (ii) That the following clause be added to point 2.9 Meetings of the Employee Handbook*

Meetings held outside the office should be recorded in the office online calendar/diary and details of the meeting should be forwarded to the Town Clerk or Deputy Town Clerk in the Clerk's absence, detailing the date and time of the meeting, proposed length of time the meeting will take, the reason for the meeting, who the meeting is with and where the meeting is taking place. The provision of this off-site meeting information is important for Health and Safety reasons.

- (iii) That the additions to the Employee Handbook be considered by the Finance and Policy Committee and a recommendation be made to full Council to approve the same in June 2024.*

11. APPRAISALS UPDATE

RESOLVED:

- (i) To receive an update on appraisals from the Town Clerk.*
- (ii) That Councillors Halliday and Burton undertake the Town Clerk's appraisal (date to be agreed).*

12. CHRISTMAS CLOSURE 2024.

RECOMMENDED:

That the 2024 Christmas week (23rd – 27th December 2024) office closure be approved. Members of staff to take annual leave or time in lieu to cover the 23rd, 24th and 27th December 2024.

13. MANAGING MENTAL HEALTH & WELL BEING AT WORK – STRESS MANAGEMENT

RESOLVED:

That Council adopt the WorkNEST Individual Stress Management form and invitation to review for stress meeting resources going forward.

14. DATE OF NEXT MEETING

RESOLVED:

To note that the next scheduled meeting of the Committee will be on 14th November 2024 at 6.30 p.m. in the Makespace building, other extra ordinary meetings may also be called as required.

15. 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 16 -18).

16. UPDATE ON YOUTH DEVELOPMENT OFFICER - NEXT STEPS

RESOLVED:

- (i) That the proposed actions in the confidential report be approved.*
- (ii) That quote 2 be accepted.*
- (iii) That the Town Clerk undertake the proposed actions.*

17. URGENT MATTER RELATING TO THE PERFORMANCE OF AN EMPLOYEE

RESOLVED:

That this matter be deferred to an extra ordinary meeting to be called in due course.

18. TOWN COUNCIL PAY AND CONDITIONS POLICY

RESOLVED:

- (i) To receive and note the Town Council Pay and Conditions Policy.*
- (ii) To recommend to full Council to approve the Policy at the June meeting.*

The meeting ended at 7.50 p.m.

SIGNED: (Chairman)

Dated:.....