

KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on Thursday 26th September 2024
at 5.00 p.m. in the Town Council Office

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

IN ATTENDANCE: Dawn Drury – Town Clerk

34. APOLOGIES FOR ABSENCE

RESOLVED

Apologies were received and accepted from Councillors Davis and Fricker.

35. DECLARATIONS OF INTEREST

There were none.

36. DISPENSATIONS

There were none.

37. PUBLIC PARTICIPATION

There was none.

38. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the meeting held on 22nd July 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

39. APPRAISALS UPDATE

RESOLVED:

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

(ii) That Cllrs Halliday and Burton undertake the Clerk's appraisal.

(iii) That the Clerk provide them with some dates/times that would be convenient to hold the appraisal.

40. REVIEW OF TERMS OF REFERENCE

RESOLVED:

(i) To note that the Terms of Reference for the Personnel Committee were reviewed.

(ii) That accident reports be reported to the Personnel Committee quarterly.

41. UPDATE ON APPOINTMENT OF YOUTH SUPPORT WORKER

RESOLVED:

- (i) *To note that the Town Council have appointed Esme Winter to the post of Youth Support Worker starting on Monday 30th September 2024.*
- (ii) *To note that satisfactory references have been received.*
- (iii) *To note that a copy of her 2019 DBS with no recorded convictions is on file and that a new DBS has been applied for. Esme will commence work and will shadow and be supervised by another Youth Support Worker (ensuring that she is not alone with any young person(s) until her DBS check is received.*

42. STAFF MEMBER PROBATIONARY

RESOLVED:

To note that James Gay has successfully completed his three-month probationary period.

43. STAFF AND COUNCILLORS TRAINING SCHEDULE

RESOLVED:

- (i) *To receive and note the attached schedule.*
- (ii) *That staff ensure that the sheet is completed with the training providers details.*

44. EMPLOYEE TRAINING UPDATE – IBOLYA KRAMAR

RESOLVED:

To receive and note the information in respect of the Employees training.

45. PERFORMANCE IMPROVEMENT POLICY AND PROCEDURE

RESOLVED:

- (i) *To note that this Policy is not required as it is covered in the Employee Handbook*
- (ii) *That the Clerk check the protocol and procedures for handling improvement performance from WorkNest.*

46. DATE OF NEXT MEETING

RESOLVED:

To note that the next Personnel Committee meeting is scheduled for 14th November 2024 in the Town Council Office. Other extra-ordinary meetings may also be called as required.

47. 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 15 - 20).

48. EXIT INTERVIEW YOUTH SUPPORT WORKER

RESOLVED:

- (i) To note that the exit interview arranged for the Employee did not take place due to sickness of the Employee.*
- (ii) To note the exit interview document sent to the Employee has not been returned completed despite a few requests.*

49. MATTERS RELATING TO THE POSTS OF YOUTH DEVELOPMENT WORKER, MUSIC STUDIO MANAGER AND MUSIC STUDIO ASSISTANT.

RESOLVED:

- (i) To receive and note the verbal update from the Clerk.*
- (ii) That the Employees will receive a response to their queries after the budget for the Youth Service including salaries are considered.*
- (iii) That in respect of the request by the Music Studio Manager that the Clerk ask him to produce a report stating his requirements clearly.*

50. ACCIDENT REPORT UPDATE

RESOLVED:

- (i) That the report be received and noted.*
- (ii) That all accidents (public and staff) even minor get reported to Town Council.*

51. EMPLOYEE REQUEST FOR EXTENDED ANNUAL LEAVE

RESOLVED:

- (i) To receive and note the request.*
- (ii) To approve the extended annual leave.*

52. UPDATE ON YOUTH DEVELOPMENT OFFICER HR MATTER

RESOLVED:

- (i) To receive and note the report.*
- (ii) To note that information on future supervision of Youth Staff.*

53. EMAIL OF CONCERN

RESOLVED:

- (i) To receive and note the email.*
- (ii) That the Town Clerk seek clarification from the sender of the email as to whether the email was an official complaint.*
- (iii) That advice be sought from WorkNest in respect of the best way to take this matter forward.*

The meeting finished at 6.25 p.m.

SIGNED: (Chairman)

Dated:.....

DRAFT