

Notice of a meeting of the

Personnel and Administration Committee

16th April 2018 at 7.30pm

All Saints Room, Civic Hall, Didcot



Admission of the public and media

The council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960.

Reports and minutes

We add reports and minutes to our website.

Recording, photographs and filming

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting.

We ask that anyone wishing to record or photograph the meeting notifies the Town Clerk before the start of the meeting.

Public participation

The council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Order 18-20 on a matter before the Committee).

At the relevant time during the meeting, the Chairman will invite members of the public to present their questions, statements or petitions.

To find out about participation contact the Town Clerk.

Agenda

1. To receive apologies
2. To receive declarations of interest
Members should declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's Code of conduct.
3. To agree the minutes of the meeting held on 5th February 2018 as a true record
(minutes attached)
4. Questions on the minutes as to the progress of any item
5. To note an update on the provision of an Officer/Member Protocol
(report attached)

EXCLUSION OF THE PRESS AND PUBLIC

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

6. To consider employees annual pay awards **(restricted circulation)**
7. To consider permanent appointments arising from temporary contracts
(restricted circulation)
8. To note a staffing update **(restricted circulation)**



Julie Perrin
Interim Town Clerk

10th April 2018

Voting committee members:

Councillors

Mr B Service (Chairman)
Dr S Clarke
Mr T Harbour

Mr D Healy
Ms P Siggers

Nominated substitute committee members:

Councillors

Mr T Bedford
Mr B Cooper

Mr J Hart
Mr B Cooper

Didcot Town Council

Personnel and Administration Committee Monday 5th February 2018 at 7.30pm Didcot Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this committee.

Present:

Councillors:

Mr B Service (Chairman)
Dr S Clarke
Mr D Healy
Ms P Siggers

Officers:

T Hudson, Deputy Town Clerk

Public participation

None

382. To receive apologies

None

383. Declarations of interest

None

384. Minutes of the meeting held on 4th December 2017 as a true record

Proposed by Councillor Dr S Clarke, seconded by Councillor Mr B Service it was **RESOLVED** to agree as a true record the minutes of the meeting held on 4th December 2017 and that the Chairman should sign them as such.

385. Questions on the minutes as to the progress of any item

None

386. Draft workplace values and behaviours

The Committee considered a report inviting it to decide whether to recommend to Council that a draft set of workplace values and behaviours be adopted. In considering the item councillors welcomed the level of staff engagement with the process and discussed the applications that a set of workplace values and behaviours could have whilst noting the significance their adoption would have when implemented.

It was proposed by Councillor Mr B Service, seconded by Councillor Mr D Healy and **RESOLVED** to recommend to Council that the draft workplace values and behaviours be included within the Employee handbook.

387. Carry forward of annual leave

The Committee considered a report inviting it to consider whether to recommend to Council that an amendment to the employee handbook be made to enable staff to carry forward unused leave from one leave year to the next. In discussing the item councillors considered the appropriate level of carry-over, interactions with the TOIL and continuous service policies and the preferableness that any such policy should be by right rather than by manager discretion.

Proposed by Councillor Mr B Service and seconded by Councillor Dr S Clarke and **RESOLVED** to recommend to Council that the Employee handbook be amended to allow a year-end carry forward of unused leave of a maximum of five days, pro-rata for part-time staff.

388. Officer/Member protocol

Councillors discussed whether the adoption of an Officer/Member protocol would benefit the Town Council through clarifying the respective roles and expectations of one another.

Proposed by Councillor Mr B Service and seconded by Councillor Dr S Clarke, it was **RESOLVED** to instruct the Interim Town Clerk to draft an Officer/Member protocol for consideration at the next meeting of the Personnel and Administration committee.

389. Exclusion of the press and public

Proposed by Councillor Mr B Service, seconded by Councillor Mr D Healy it was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

390. Employee request to vary working days

The Committee considered the confidential report detailing a request from a staff member to vary their current working days.

Proposed by Councillor Mr D Healy, seconded by Councillor Mr B Service it was **RESOLVED** to grant the employee the variation requested.

The meeting closed at 7.50pm

Signed _____ Chair Date _____

This page is intentionally blank

Personnel and Administration Committee

16th April 2018

Report author: Julie Perrin



Officer/Member Protocol Update

Introduction

1. At the last meeting of the Committee Members were asked to consider the merits of an Officer/Member Protocol
2. The Interim Town Clerk was asked to provide a draft to the next meeting of the Committee.

Recommendation

3. The Committee notes the work being carried out nationally and considers the matter at a future meeting.

Background

4. The SLCC (Society of Local Council Clerks) is currently looking closely at the issue of Officer/Member working relationships. Following a study and as part of the project it is anticipated that a legally reviewed template document will be provided.

Financial Implications

5. None

Legal Implications

6. None

Julie Perrin
Interim Town Clerk

This Page is intentionally blank