

Notice of a meeting of the

Personnel and Administration Committee

9th July 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. Election of Chairman
2. Election of Vice-Chairman
3. To receive apologies
4. 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.
5. To agree the minutes of the meeting held on 16th April 2018 as a true record
(minutes attached)
6. Questions on the minutes as to the progress of any item
7. To note the success of Mr Tom Hudson, Deputy Town Clerk in achieving his CiLCA qualification

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

8. To consider a recommendation from the Environment Committee:
It was proposed by Councillor Mr S Connel, seconded by Councillor Mr D Healy and **RESOLVED** to:
 - Maintain the Council's current policy with regards to locking Edmonds Park, subject to a review in June 2019.
 - Recommend to the Personnel Committee that the Outdoor Services staff be allowed to be paid overtime instead of taking TOIL, and for the Personnel Committee to consider the issue as part of a wider review for all Council staff. **(original report provided – restricted circulation)**
9. To note the appraisal summary **(restricted circulation)**



Julie Perrin
Interim Town Clerk
3rd July 2018

Voting committee members:

Councillors

Mr S Connel

Dr S Clarke

Mr T Harbour

Mr D Healy

Ms P Siggers

Nominated substitute committee members:

Councillors

Miss J Billington

Mr B Cooper

Mr J Hart

Mr M Khan

Mr B Shaw

Didcot Town Council

Personnel and Administration Committee Monday 16th April 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 T Harbour
Mr D Healy

Officers:

J Perrin, Interim Town Clerk

Public participation

None

497. To receive apologies

Cllr Ms P Siggers tendered her apologies.

498. Declarations of interest

None

499. Minutes of the meeting held on 5th February 2018 as a true record

Proposed by Cllr Service, seconded by Cllr Healy it was **RESOLVED** to agree as a true record the minutes of the meeting held 5th February 2018 and that the Chairman should sign them as such.

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

None

501. Officer/Member protocol

The Committee considered an update report regarding the introduction of an Officer/Member protocol.

It was noted that work was being carried out nationally by the SLCC (Society of Local Council Clerks) on Officer/Member working relationships and a legally reviewed template document was expected to be brought forward in the near future. The matter would be considered at a future meeting when the template document had been received.

502. 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

503. Employee annual pay awards

The Committee considered a confidential report recommending annual increments for those employees eligible.

Proposed by Cllr Service, seconded by Cllr Healy it was **RESOLVED** to award the pay increments as detailed in the confidential report.

504. Perminant appointment arising from temporary contracts

The Committee considered a confidential report recommending a review of two temporary appointments.

Proposed by Cllr Service, seconded by Cllr Harbour it was **RESOLVED** to offer a variation of the two individual contracts of employment to provide perminant appointments, otherwise retaining the existing terms and conditions.

505. Staffing update

The Committee **NOTED** a confidential staffing update report.

The meeting closed at 7.36pm

Signed _____ Chair Date _____