

Notice of a meeting of the

Personnel and Administration Committee

8th July 2019 at 7.30pm

Park 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 for the municipal year 2019 - 2020
2. Election of Vice Chairman for the municipal year 2019 - 2020
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 review the Terms of Reference.
6. To agree the minutes of the meeting held on 04 February 2019 as a true record **(minutes attached)**
7. Questions on the minutes as to the progress of any item
8. To note the resignation of the Deputy Town Clerk and his request to serve a shorter notice period – *see confidential letter and email*
9. To set some initial targets to be achieved by the Town Clerk during her probation period – *see attached suggestions.*

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

10. To discuss the recent bullying of Council staff. *Report will be brought to the meeting.*
11. Consideration of a staffing report – *see attached report.*



Janet Wheeler

Town Clerk

02 July 2019

Voting committee members:

Councillors

Mr M Khan

Ms V Haval

Mr A Macdonald

Mr A Thompson

Nominated substitute committee members:

Councillors

Mrs E Hards

Ms M Walsh

Mr P Giesberg

Terms of Reference

Personnel and Administration Committee



1. The Finance and General Purposes Committee is a Committee of the Town Council (under S.101 of the Local Government Act 1972).
2. The Committee shall operate within the Town Council's Standing Orders and Financial Regulations.
3. The Committee shall be a Standing Committee (to be re-appointed at the Annual Meeting) comprising 5 Town Councillors.
4. The quorum shall be three Councillors.
5. The Committee shall elect its own Chairman and Vice Chairman at its first meeting following the Annual Meeting of the Town Council.
6. Number of meetings in an ordinary year: 4 times, on a quarterly basis, and others as appropriate and as determined by the Committee.
7. Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
8. Minutes of the Committee meetings shall be prepared by the Clerk and submitted to the next Committee meeting for approval. The draft minutes shall be submitted to the Council for information.
9. The Committee shall be responsible for –
 - Administrative matters;
 - The terms and conditions of employment of the Council's staff, excluding the Town Clerk/RFO/Proper Officer
 - Any other matters affecting the Council staff and the personnel policies of the Council

Didcot Town Council

Personnel and Administration Committee Monday 4th February 2019 at 7.30pm All Saints Room, 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 S Connel (Chairman)
Dr S Clarke
Mr D Healy
Ms P Siggers

Officers:

Mr CP Wayman, Town Clerk

Public participation

None

414. To receive apologies

Councillor Mr T Harbour tendered his apologies.

415. Declarations of interest

None

416. Eligibility for first aid payment

Councillors considered a report seeking confirmation of staff member's eligibility for the Town Council's first aid payment

It was proposed by Councillor Connel, seconded by Councillor Clarke and

RESOLVED to confirm the staff member's eligibility for the first aid payment and to

authorise back pay from the date the qualification was gained and that the scheme would be closed to new applicants for the scheme.

417. Exclusion of the press and public

Proposed by Councillor Connel, seconded by Councillor Clarke 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

418. Pay Scales and Evaluation

Councillors considered a report highlighting that as a sector the pay scales are being updated. In addition the new scales have incorporated the nationally agreed upon salary increased. It was proposed by Councillor Connel, seconded by Councillor Healy and **RESOLVED**:

That the Outside Services Manger scale is agreed to be placed in the new pay scales 29-32.

That prices are sought for a comprehensive review of the Council’s staffing and additional pay elements including first aid payments.

That the new scales for the positions should be as follows (with the individual staff members having being placed within them as per their contracts):

Civic Hall Manager	24-28
Deputy Civic Hall Manager	9-15
Civic Hall Assistant	5
Casual Staff	3
Information Centre Manager	12-15
Information Centre Manager	12-15
Adminstartion Assistant	7-11
Finance Officer	19-24
Outside Services Manager	29-32
Deputy Town Clerk	27-33
Town Clerk	46-54
Head Gardener	11-20
Gardener	5-12
Cleaner	3-4
Gatekeeper	7

419. Staffing Update

The Committee considered a confidential report around staffing matters, including the resignation of the Town Clerk. It was proposed by Councillor Connel, seconded by Councillor Clarke and **RESOLVED**, to note the report and that the panel for the interviews for the new Town Clerk should consist of the Leader, Deputy Leader and Leader of the Opposition.

The meeting closed at 8.30pm

Signed _____ Chair Date _____

Personnel and Administration Committee

08 July 2019

Report author: Janet Wheeler



Targets for the Town Clerk

Introduction

1. This report contains suggestions of targets that the new Town Clerk should potentially aim to complete before the end of her probationary period.

Background

2. Didcot Town Council has had many changes of Town Clerk over the past four years. There are a number of reasons why this has happened and it is now essential that the Town Council moves towards a period of stability in this role.
3. Best practice demands that a fully supervised probationary period with agreed targets and a review after six months would be beneficial to both the Councillors and the Town Clerk.

Suggestions

- Sort out the Standing Orders and incorporate the mandatory sections from the NALC generic version – to be approved by the September Full Council meeting.
- Review the Financial Regulations and amend as necessary for review by F&GP Committee.
- Recruit either a Deputy Town Clerk or a Senior Administrator who can choose to progress their career by studying for the Certificate in Local Council administration (CILCA).
- Review the existing office staff to ensure best use of skills and career progression.
- Ensure that Council agrees a vision and objectives for the next four years.
- Enter Didcot Town Council in the Local Council Award scheme to achieve at least Quality status – and work towards the Gold status.

Recommendation

That the Committee consider the suggestions put forward by the Town Clerk and suggests any amendments at the meeting.

Risk and Legal Implications

4. The Council is committed to making sure the Standing Orders incorporate all the mandatory sections as soon as possible. It would be wise to be in a position to assure the auditor that this has now happened.

The Financial Regulations have not been reviewed since 2016 and there are changes that need to be incorporated as soon as possible.

Recruitment is important and there is a risk that the Office will be under-manned with the departure of the Deputy Town Clerk.

It is crucial that the newly elected Council agree what they wish to achieve in the next four years. This will then feed into my objectives and that of the staff and ensure better value from those employed at Didcot Town Council.

The Local Government Award Scheme will be proof that Didcot Town Council is a Council that has suffered a great degree of change but is still a well-run Council that can claim at least a Quality or even a Gold standard.

Janet Wheeler
Town Clerk