

## Didcot Town Council

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### **Personnel and Administration Committee** Monday 12<sup>th</sup> April 2021 at 7.30pm Meeting held via Zoom



### **Minutes**

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

#### **Councillors**

M Khan (Chair)  
A Macdonald (Vice Chair)  
J Durman  
V Haval

#### **Officers:**

Mrs J Wheeler (Town Clerk)

#### **Also present:**

Cllr E Hards

**The Chair began this meeting with a minute's silence in memory of the late HRH Prince Philip, the Duke of Edinburgh.**

#### **Public participation**

None

#### **77. Apologies**

Apologies were received from Cllr A Sandiford. Cllr Mallows had been sent the agenda and invited to attend but had not responded.

#### **78. Declarations of interest**

There no declarations.

#### **79. To approve the minutes of the meeting held on 1<sup>st</sup> February 2021**

It was proposed by Cllr J Durman and seconded by Cllr A Macdonald and RESOLVED to approve the Minutes as a true record. The Chair paged through for any comments. The following amendment was agreed:

Minute 71 – paragraph five: "... the Mayor-Making and Annual Meeting go ahead remotely on 4<sup>th</sup> May and an Extra Ordinary Council meeting would be held on 10<sup>th</sup>

May 2021 to determine the different Committee membership". Not 11<sup>th</sup> May as minuted.

**80. Questions on the Minutes**

Cllr V Haval spoke about the Petition Policy since the last meeting and about a recent online petition for a bike park in Didcot. She said that there was confusion on who the petition was from and it looked as if the Town Council was endorsing the petition. Cllr V Haval had shared it on social media but she wanted it clear on the website that this is not a DTC petition.

Cllr J Durman queried whether the respondents to the petition were from the Didcot area and the Town Clerk confirmed that some filtering had been done by the originator of the petition.

Cllr V Haval also asked for an update on the new Property & Facilities Manager appointment.

**81. To note the Town Clerk's appraisal and targets for the next six months**

The Chair detailed the appraisal in terms of targets achieved and what needs to be done over the next six months. The targets were distributed for Members to consider. Cllr E Hards said that she would like to see the input from Councillors on the vision and objectives for the Council. She suggested setting up a working group to debate what the Council wish to achieve during this term. The Town Clerk would facilitate this working group.

It was proposed by Cllr M Khan and seconded by Cllr V Haval and **RESOLVED** that the working group would be set up at the Annual Meeting with an aim to start the meetings as soon as possible. There would be a minimum of five Members and a maximum of seven.

Cllr V Haval requested that the regular updates to Town and Parish Councils email be distributed to all Councillors to take the communications beyond the Didcot Garden Town.

**82. Progress Report**

The progress report was discussed and noted.

**83. Exclusion of the press and public**

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

**84. To consider confidential staff report**

This report was discussed by the Members. The First Aid payments were considered as they currently stand. It is not a contractual entitlement and the Town Clerk was asked to do more research and bring some recommendations and options back to this Committee. Cllr A Macdonald stated that it is up to the Town Council to nominate the dedicated first aiders as part of a formal appointment.

It was AGREED that it was good to have first aid training for staff. It was AGREED that we should have appointed first aiders. It was also AGREED that we should pay the appointed first aider.

The Town Clerk would bring a full report and options back to this Committee.

It was noted that the Civic Hall is not opening on a Sunday for the moment. The Town Clerk said that there were not enough staff to cover seven days a week – especially with the requirement for two members of staff to be on duty at all times. Cllr M Khan wanted the Civic Hall to open seven days a week.

**85. To review the job descriptions for a Projects & Services Officer and Reception and Finance Assistant**

The Town Clerk explained the positions which will combine managing the Civic Hall combined with other Council work. Cllr V Haval wanted to change the job title to Reception and Finance Administrator. It was agreed to advertise these positions as soon as possible. The Committee wanted at least one Member on the interviews.

**86. To consider the renewal for HR and H&S support**

The current combined HR and H&S contract expired on 1<sup>st</sup> April. A renewal has been offered but the Town Clerk has looked at other options. It was AGREED not to renew with the current provider. The item was deferred to the F&GP Committee with some further quotes from local providers. It was AGREED to split the H&S element with the HR role.

The meeting closed at 9.16pm

Signed \_\_\_\_\_ Chair      Date \_\_\_\_\_