

**Personnel and Administration Committee**  
Monday 1<sup>st</sup> February 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  
A Sandiford

### Officers:

Mrs J Wheeler (Town Clerk)

### Also present:

Cllr P Siggers

### Public participation

None

### 65. Apologies

None received as everyone present for this meeting.

### 66. Declarations of interest

There no declarations.

### 67. To approve the minutes of the meeting held on 7<sup>th</sup> December 2020

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

### 68. Questions on the Minutes

There were no direct questions.

### 69. To review the Petition Policy

It had been agreed at Full Council to review the current Petition Policy which expired in September 2020. The Town Clerk had been through the current Policy to up-date

in terms of personnel. The Committee discussed the document and felt that it was out of date and did not cover online petitions. It was clear that further work to expand the petition policy and to give guidance to residents wanting to file an electronic petition should be researched. The Committee also felt that the petition should only accept signatures from those who lived and worked within the Didcot boundary.

The content of the topics for petition should be referred to the Town Clerk for approval. It was agreed that the petition topics could cover the wider remit as well as topics directly relevant to Town Council projects and services. Any petitions that are not within our remit can still be debated and passed on to the relevant principle authority.

The Committee was approved clause 2 v that a petition must cover no more than six weeks between the earliest and the latest signature – and must be submitted to the Town Council for arrival no more than twelve weeks after the earliest signature. A parish map was suggested where residents can tick where they live and work. The wording of the petition in terms of retention needs to be reviewed with the GDPR principles in mind. If the task is not within the remit of the Council, the petitioner will be revised accordingly.

It was proposed by Cllr M Khan and seconded by Cllr J Durman to follow the old petition policy until a revised policy can be brought back to the Committee.

#### **70. To review the Data Retention Policy**

The policy was reviewed and the Town Clerk mentioned that the retention of recordings and draft minutes was a contentious item at the meetings of the standing orders working group.

After discussion it was agreed that all drafts and recordings should be destroyed. All agendas, minutes and reports are kept on the website and in the public domain. Members of the public may attend and make their own recording. Councillors have the opportunity to amend the minutes and once confirmed the drafts would be confidentially destroyed.

The Town Clerk wanted to make better use of the cloud by scanning in certain documents such as land holdings and deeds. There were different types of receipts which required review to establish retention time scales. There could be a link to SODC to record election results – the Town Clerk would speak to the Events and Communications Officer to establish this.

It was proposed by Cllr A Macdonald and seconded by Cllr V Haval and RESOLVED TO RECOMMEND the adoption of this policy.

#### **71. To review the meeting dates for 2021 – 2022 civic year incorporating the new Property & Facilities Committee**

There was a discussion about the best time to hold the Mayor-Making and the Annual Meeting and whether to merge the two as we did last year. The Government is not planning to extend the right to hold virtual Council meetings so any future Council meetings after 7<sup>th</sup> May 2021 will be in person. There is also a bi-election on 6<sup>th</sup> May where the two vacant seats will be filled.

Cllr M Khan suggested combining the Mayor-Making and the Annual Meeting on 4<sup>th</sup> May – to be held virtually – so that the Mayor and the Chairs of the Committees are confirmed for the first meeting to allow the first Committee meetings to take place.

Cllr J Durman wanted to combine the meeting but hold it after the election so that the new Councillors have a voice in the Mayor-making. He was in favour of holding a meeting on Friday 7<sup>th</sup> May but the results of the parish elections may not appear until over the weekend.

If the Mayor-Making was held on 4<sup>th</sup> May the numbers of the Committees would have to wait until after the election where the political balance can be adjusted. An extra ordinary meeting could then be held to confirm that make up of each Committee.

Cllr V Haval suggested that the Mayor-Making and Annual Meeting go ahead on 4<sup>th</sup> May and the Extra Ordinary meeting would be held on 11<sup>th</sup> May to determine the different Committee membership.

Cllr M Khan proposed and Cllr A Macdonald seconded this proposal. The vote was four in favour and one abstention – it was RESOLVED TO RECOMMEND to Full Council.

The Town Clerk was asked to minute that this was a resolution for this year only due to the unique situation this year.

## **72. To review the proposed terms of reference for the Property & Facilities Committee**

The Chair paged through the terms of reference. Cllr M Khan wanted to include Fleet Meadow and the line “any other buildings which may come under the ownership of the Town Council”.

Cllr V Haval queried the car parks under the different Committees. It was AGREED that the Civic Hall car park would be under Property and Facilities Committee however the car parks at other sites would be under the oversight of this Committee but may also be maintained by tenants or third parties.

It was clarified that car parks and infrastructure would be under the Property and Facilities Committee but the outside spaces would be under the Environment and Climate Committee. The Committees would however work together on many projects and should not work in isolation.

It was proposed by Cllr J Durman and seconded by Cllr A Sandiford and RESOLVED TO RECOMMEND to Full Council.

Cllr P Siggers leaves the meeting.

## **73. To note the Progress Report**

The progress report for items not on the agenda was noted by the Committee. Cllr M Khan asked about the Kickstart scheme which has been put on hold until the Town Clerk had time to consider other training providers.

Cllr M Khan wished to place on record thanks to the staff who have recently left the Council or were due to leave in February. When the time was right it would be appropriate to invite them back to say goodbye properly.

**74. 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

**75. To consider confidential staff report**

The Town Clerk presented the up-date on the appraisals and new job descriptions. The Outside team will need appraisals done by the end of March. The Town Clerk is due to have an appraisal on 19<sup>th</sup> February with the Mayor and the Leader. Other contracts and hours were discussed and it was agreed to be as flexible as possible for those staff who had not been into work for some time.

It was agreed that all staff will need to assist with covering the reception on a rota basis as the Civic Hall becomes a part of the Town Council. The report was noted.

**76. To review the recruitment progress**

There have been a total of nine applications for the Property and Facilities Manager and four applications for the Planning and Environment Officer. The advertising has now closed although there may be some late applications to consider. The timetable for interviews would be confirmed in the next week.

The meeting closed at 9.20pm

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