

Notice of a meeting of the

**Personnel and Administration Committee**

1<sup>st</sup> February 2021 at 7.30pm

Online at [zoom.us](https://zoom.us) (or via your device app)



All members of the Personnel and Administration Committee are summoned to attend this meeting for the transaction of the business on the agenda.

**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. **Admission to this meeting will be online** (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales))

**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 Orders 30-32 on a matter before the Committee). Please see page 3 of the agenda for joining instructions.

At the relevant time during the meeting, the Chair will invite members of the public to present their questions and statements. To contact the Town Clerk, please email – [jwheeler@didcot.gov.uk](mailto:jwheeler@didcot.gov.uk)

# 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 7<sup>th</sup> December 2020 as a true record (*minutes attached*)
4. Questions on the minutes as to the progress of any item
5. To review the Petition Policy – *see attached papers*.
6. To review the Data Retention Policy – *see attached papers*.
7. To review the meeting dates for 2021 – 2022 civic year – incorporating the new Property & Facilities Committee – *see attached papers*.
8. To review the proposed terms of reference for the Property & Facilities Committee – *see attached report*
9. Progress Report – *see 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

10. To consider the confidential staff report – *see attached report*
11. To review the Planning and Environment Officer – *verbal up-date*
12. To review the Property and Facilities Manager – *verbal up-date*



**Janet Wheeler**  
**Town Clerk**  
**26<sup>th</sup> January 2021**

### **Voting Committee members:**

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

## **Nominated substitute Committee members:**

Cllr P Giesberg  
Cllr J Moody  
Cllr P Siggers  
Cllr A Thompson  
Cllr M Mallows

### **How to join the meeting using zoom.us**

Should any member of the public wish to join the electronic meeting, please contact the Town Clerk by email – [jwheeler@didcot.gov.uk](mailto:jwheeler@didcot.gov.uk) to request an invitation. You will be provided with instructions on how to join the meeting electronically. You will also need to sign up to a Zoom account, which is free. You should use your browser to find zoom.us, then simply follow the instructions to sign up. Should you wish to make a comment rather than attend, please email the Town Clerk or any Town Councillor prior to the meeting.