

Notice of a meeting of the

**Personnel and Administration Committee**

7<sup>th</sup> December 2020 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 21<sup>st</sup> October 2020 as a true record (*minutes attached*)
4. Questions on the minutes as to the progress of any item
5. To review the Leave Policy and Procedure and the TOIL arrangements – see *attached report and papers*.
6. To review Data Retention policy – see *attached policy*.
7. To receive an up-date on the costings of employing young people on the Kickstart programme – see *report and attached papers*.
8. To confirm the opening hours for the DTC Office over Christmas and New Year.
9. To confirm attendance at the SLCC Practitioners Conference for four staff members – see *report*
10. To improve the Employee Application Form – see *report and papers*
11. To consider the quote for further work on the accessibility of the DTC website – see *attached papers*.
12. 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

13. To consider the confidential staff report – see *attached report*
14. To review the Planning and Environment Officer role – see *attached papers*
15. To review the recruitment papers for the Property and Facilities Manager – see *attached papers*.



**Janet Wheeler**  
**Town Clerk**  
**1<sup>st</sup> December 2020**

### **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.