

**Personnel and Administration Committee**  
Monday 5<sup>th</sup> October 2020 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)  
V Haval  
A Sandiford

### Officers:

Mrs J Wheeler (Town Clerk)

Also present:

Cllr E Hards (Mayor)

### Public participation

None

### 26. Apologies

No apologies were received. Cllr J Durman was absent for this meeting.

### 27. Declarations of interest

None.

### 28. To approve the minutes of the meeting held on 3<sup>rd</sup> August 2020

It was proposed by Cllr A Macdonald and seconded by Cllr A Sandiford and RESOLVED to approve the Minutes as a true record.

### 29. Questions on the Minutes

There were no direct questions.

### 30. To review the Didcot Town Council Extra-Ordinary Covid 19 risk assessment for the DTC offices

The Town Clerk is up-dating the risk assessment to reflect the changing Government advice. The QR codes have been put up in the Civic Hall and Offices to help the

track and trace programme. The hirers still have initial responsibility to keep the contact details for their visitors but we are also encouraging use of the QR code.

It was AGREED that any essential moving of desks to ensure the staff work in a socially-distanced way would be the subject of consultation and agreement.

It was noted that the insurance is up for renewal and the Councillors wanted to make sure that the new insurance would cover us for loss of business during the pandemic – if we can afford the premium.

### **31. To consider the adoption of an employee code of conduct**

The draft code of conduct was circulated with the agenda. Some of the wording was considered in need of improvement including recognising what is a gift and when it is appropriate to accept or not accept a gift.

The Town Clerk said that this was part of an Employment Pack that would be given to all new members of staff on their first week in post.

It was proposed by Cllr M Khan and seconded by Cllr V Haval – and agreed that the code was good in principle but the detail needed further consideration. A pack of papers will be put together for review at the next meeting.

### **32. To note the interest expressed in the Kickstart scheme**

The Town Clerk had submitted an expression of interest for a young person to help in the Civic Hall and the Town Council offices. The Outside Services Manager had also submitted an expression of interest for a young person to help the outside team. We will be contacted to see if we have been successful at the first stage. The job must be a new position which will teach and train a young person.

The Town Clerk would come back with a costed proposal if the initial expression of interest progresses. This would be taken to the Finance and General Purposes Committee for approval.

### **33. To consider the progress report**

The progress report was discussed and noted.

### **34. 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

### **35. To consider the objectives of DTC – to make a recommendation to the Finance & General Purposes Committee**

The Town Clerk circulated some draft objectives for consideration of the Committee. It was AGREED to feed back comments and amend this report for the next meeting.

### **36. To discuss the confidential staffing report**

The Town Clerk up-dated the Committee on various personnel matters including exit interviews; compilation of a training schedule with an aim of individual learning programmes – either formal or in-house; the aim for everyone to be able to do other work and cover other areas of Council business.

Specific items included:

- Congratulations to Lucy Blake for achieving her ILCA during lock down.
- It was proposed by Cllr M Khan and seconded by Cllr A Macdonald to formally close the two Leadership and Management courses that had been organised by the previous Town Clerk. The training provider has assured the Town Council that there would be no further financial outlay on either course.
- Any new training courses for any staff or Councillor must come through the Personnel and Administration Committee and the Finance and General Purposes Committee.
- The new national pay scales had been noted at the Full Council meeting on 7<sup>th</sup> September 2020. It was proposed by Cllr A Macdonald and seconded by Cllr V Haval and RESOLVED that two members of staff who were no longer with the Town Council should receive back-dated pay if entitled.

The re-structuring proposals would be considered at a further emergency meeting of this Committee. This meeting would be held on Wednesday 21<sup>st</sup> October 2020. The following items would be discussed:

- Employee Code of Conduct and Employment Pack
- Draft objectives for DTC
- Re-structuring proposals

Councillors would feed back their comments to the Town Clerk.

### **37. To review the applicants for the position of Outside Services Manager**

The Town Clerk up-dated the Committee on the response to this position. It was proposed by Cllr M Khan and seconded by Cllr A Macdonald to appoint an interview panel of Cllr Denise Macdonald (Chair of the Environment and Climate Committee; Cllr V Haval from the Personnel and Administration Committee and the Town Clerk.

The meeting closed at 9.55pm

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