

Didcot Town Council

Personnel and Administration Committee Monday 21st 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)

Public participation

None

38. Apologies

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

39. Declarations of interest

None.

40. To approve the minutes of the meeting held on 5th October 2020

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

41. Questions on the Minutes

There were no direct questions.

42. To consider the adoption of an amended employee code of conduct

Cllr M Khan thanked the Committee for their feedback. A number of amendments were agreed:

2.3 clarification of disclosure of information to “others” outside of the council – to read: “During the course of their work, employees may come into possession of sensitive or personal information. They should not disclose this information to those

outside of the Council including family – except in accordance with Council procedures. If employees are uncertain as to procedures in a particular circumstance, they should consult with their line manager or the Town Clerk.”

A reference to the Council’s Data Protection Policy should also be referred to.

6 – Outside commitments – “Employees should not accept outside employment – or engage in activities which conflicts with the Council’s interests. If additional employment is sought or activities which could conflict with the Council’s interests – advice should be requested from the Town Clerk or the Personnel and Administration Committee.”

11.3 “Gifts should not generally be accepted. Staff should refuse tactfully all such offers from individuals or organisations which do, or might, provide work, goods or services to the Council or who need some decision from the Council. Exceptions from this general rule would include modest gifts of a promotional character such as calendars, diaries, articles for use in the office. The Town Clerk should be consulted and anything received should be recorded in the register of gifts.”

It was proposed by Cllr M Khan and seconded by Cllr V Haval and RESOLVED TO RECOMMEND approval with the above amendments.

43. To review the joining documents for a new employee

The Town Clerk reported on the progress to date. Some documents such as the employee handbook were currently being up-dated by the HR consultants. The Town Clerk also stated that new documents regarding the health and safety measures regarding working with covid 19 would also need to be added.

Councillors requested a check list of documents in the pack along with a copy of the mandatory training that every staff member will undertake. Job descriptions are attached to the contract of employment and reviewed at the annual appraisal.

44. To consider the progress report

The progress report was discussed and noted.

45. 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

46. 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 proposed by Cllr M Khan and seconded by Cllr V Haval and RESOLVED to RECOMMEND this document for discussion at the full Council meeting on 2nd November 2020.

47. To discuss the confidential staffing report

The re-structuring proposal documents were reviewed in detail and amendments suggested. It was agreed to include the pros and cons of staff options to determine the best use of current personnel and future appointments.

An amended document would be circulated to members of the Personnel and Administration Committee before inclusion with the full Council agenda.

48. To review the applicants for the position of Outside Services Manager

The Town Clerk up-dated the Committee on the response to this position. The candidates were of a high quality with seven selected for interview. It was AGREED that Cllr A Sandiford would take the place of Cllr V Haval for the second round of interviews on the Friday morning.

The meeting closed at 9.47pm

Signed _____ Chair Date _____