

# WALLINGFORD TOWN COUNCIL



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2017-08-30 Personnel Agenda  
[Senioradmin@wallingfordtowncouncil.gov.uk](mailto:Senioradmin@wallingfordtowncouncil.gov.uk)

23<sup>rd</sup> August 2017

**To: All Members of the Personnel Sub-Committee – Councillors Davidson, Dolton, McGregor, Norton and Titchener and The Mayor, Councillor Mike Kidley**

Dear Councillor,

You are hereby summoned to attend a meeting of the Personnel Committee which is being held in the **Town Council Offices, 9 St Martin's Street on Wednesday 30<sup>th</sup> August 2017** at 7pm for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

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## **A G E N D A**

### **1. ELECTION OF CHAIRMAN**

To elect a Chairman of the Personnel Committee for the current Municipal Year.

### **2. APOLOGIES**

Apologies to be received.

### **3. TERMS OF REFERENCE**

Councillors to review the Terms of Reference. Copy attached.

### **4. ADMISSION OF THE PUBLIC**

To consider whether members of the public should be excluded from the meeting for all items.

### **5. DECLARATION OF INTERESTS**

Information for each Member will be available at the meeting.

## **6. MINUTES**

The Minutes of the Meeting held on the 20th March 2017 as set out on pages 247 to 248 of the Minute Book, copy previously circulated to members, were signed as a correct record at the Plans and General Purposes Committee Meeting on the Monday 10th April 2017.

## **7. PROTOCOL**

The Town Clerk's draft policy for recommendation to full Council is attached.

## **8. TRAINING**

The Town Clerk

(i) Training and Development Policy - The Town Clerk's draft policy for recommendation to full Council is attached.

(ii) Training Update

## **9. STAFF REPORTS**

The Town Clerk.

i) Overview of Staff.

ii) Job Titles

iii) Staff Appraisals, Development Plans and Staff Performance

iv) Staff Salary Scales – Living wage payment – NJC Scale

## **10. REGAL CENTRE**

To consider and approve temporary member of staff for the Regal Centre.

## **11. FUTURE AGENDA ITEMS**

Health and Safety

Distribution: Notice Boards

ANY MEMBER OF THE PUBLIC WISHING TO ATTEND THE ABOVE MEETING AND WHO HAVE MOBILITY DIFFICULTIES ARE REQUESTED TO CONTACT THE TOWN COUNCIL OFFICES ON 01491 835373 BY 10A.M. ON FRIDAY 25<sup>TH</sup> AUGUST 2017. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT ACCESS IS PROVIDED.