

WALLINGFORD TOWN COUNCIL

MINUTES

of the

Personnel Sub-Committee Meeting held at
9, St Martin's Street, Wallingford on Monday 9th October 2017

PRESENT

Councillors Dolton and Davidson

The Chairman, Councillor Norton

The Town Clerk, Mrs Paula Lopez

Note: Councillor Whelan was in attendance but as an observer.

300. APOLOGIES

Apologies were received from The Mayor and Councillors McGregor and Titchener

301. ADMISSION OF THE PUBLIC

It was Proposed by Councillor Davidson, Seconded by Councillor Dolton and

RESOLVED:

THAT in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items and that the papers relating to these items remain confidential on the grounds that publicity would be prejudicial to the public's interest by reason of the confidential nature of the business to be transacted:-

- Agenda Item 5 - Staff Updates
- Agenda Item 6 - Budget for Staff 2017-2018

302. DECLARATION OF INTERESTS

Information for each member was available at the meeting. There were no declarations of interests.

303. MINUTES

To sign as a correct record The Minutes of the Meeting held on the 30th August 2017 as set out on pages 87 to 90 of the Minute Book, copies attached. It was Proposed by Councillor Davidson, Seconded by Councillor Norton and

RESOLVED:

THAT the Minutes of the Personnel Committee Meeting held on the 30th August 2017 as set out on pages 87 to 90 of the Minute Book, copies circulated to Councillors, be signed as a correct record.

304. TRAINING UPDATES

(i) The Town Clerk reported that the Responsible Finance Officer (RFO) had passed 4 out of the 14 units required to qualify for ACCA. The 5th unit will be finished in December and the RFO hopes to qualify by the end of 2019.

(ii) The Town Clerk has passed her CiLCA and all Councillors will be appraised at Full Council on the 16th October. Councillors will be required to resolve that the General Power of Competence. It was Proposed by Councillor Norton, Seconded by Councillor Davidson and

RECOMMENDED:

THAT The Town Clerk receives a pay increase following the successful completion of her CiLCA Training

(iii) The Senior Officer has started her CiLCA training and has a year to complete this.

The Senior Officer will be attending an Effective People Management Training session on the 15th November and will start appraisals with Councillor Norton as soon as possible.

(iv) The Project Manager will not be taking a project manager's course this year as her role is to be reviewed.

305. HEALTH AND SAFETY

The Town Clerk presented the Health and Safety report produced by Miss Rae, Project Manager. (Copy attached)

Councillor Norton asked if the Project Manager's time had been freed up for other work now that part-time officer is assisting with Health and Safety? The Project Manager is to make sure that the Line Managers are aware of their ongoing responsibilities regarding Health and Safety and that they must report back to the Project Manager regarding their areas of responsibility on a regular basis.

306. FUTURE AGENDA ITEMS

Staffing Requirements for next year – Additional Personnel Committee meeting to be called for on the 15th November 2017.

CONFIDENTIAL MINUTES SEE PAGE 122