

WALLINGFORD TOWN COUNCIL

MINUTES

of the

Personnel Committee Meeting held at
9, St Martin's Street, Wallingford on Monday 6th February 2018

P R E S E N T

Councillors Dolton, Davidson and Whelan

The Chairman, Councillor Norton

The Town Clerk, Mrs Paula Lopez

550. APOLOGIES

Apologies were received from Councillors McGregor and Titchener and The Mayor.

551. ADMISSION OF THE PUBLIC

It was Proposed by Councillor Whelan, 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 10 - Staffing Updates

552. DECLARATION OF INTERESTS

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

1905 Hours – Here Councillor Davidson arrived.

553. MINUTES

To sign as a correct record the Minutes of the Meeting held on the **15th November 2017 as set out on pages 162 to 165** Minute Book, copies attached. It was Proposed by Councillor Norton, Seconded by Councillor Dolton and

RESOLVED:

THAT the Minutes of the Personnel Committee Meeting held on the 15th November 2017 as set out on pages 162 to 165 of the Minute Book, copies circulated to Councillors, be signed as a correct record.

554. INTERN/STUDENT PLACEMENTS

Members considered whether the Town Council could accommodate intern/student placements. Following their discussion It was Proposed by Councillor Whelan, Seconded by Councillor Dolton and

RESOLVED:

THAT The Town Clerk approaches the Oxfordshire Association of Local Council (OALC) to see if smaller councils/parishes, where their clerks may be studying CiLCA, would be interested in the opportunity to work in a bigger council.

555. HEALTH AND SAFETY

The Town Clerk gave a brief update as The Project Manager is currently on annual leave. The part-time officer will be taking over the monitoring of health and safety and the Project Manager will hand this aspect over in April. The Parks Department is working hard in being compliant in all aspects of Health and Safety and Councillor Dolton will be assisting with this. The Town Clerk read the Park Foreman's snapshot progress report to Members who were pleased with the improvements and asked the Town Clerk to thank the Park Foreman for his input.

556. PAYMENT OF SALARIES

The Town Clerk stated that the payment of salaries is currently on the last day of the month which causes the Responsible Finance Officer some problems. The administration of the salaries would be easier if the payment date could be moved to the last Friday in the month. Members discussed and agreed to the change stating that Finance and Properties will be appraised of the change at the appropriate meeting. It was Proposed by Councillor Whelan, Seconded by Councillor Dolton and

RESOLVED:

THAT with effect from March 2018 the salaries will be paid on the last Friday of each month.

557. STATUTORY DAYS

The Town Clerk reported that the 4 statutory days that staff receive are usually taken to coincide with Easter, May Bank Holiday, August Bank Holiday and Christmas. The Town Clerk stated that she felt this was quite disruptive to the public as they did not expect the office to be closed. In order to be in line with the district and county council it would be preferable to have these days at Christmas and New Year. Members discussed and stated that staff should be consulted to see if this change was preferable to having the days added to their holiday entitlement. In addition when the office is closed Members stated that an emergency contact number could be included with the answer phone message. It was Proposed by Councillor Davidson, Seconded by Councillor Whelan and

RECOMMENDED:

THAT the result of discussions with staff regarding taking the 4 statutory days at Christmas and New Year or adding them to the holiday entitlement will be ratified at the Council Meeting to be held on the 19th March 2018.

558. FUTURE AGENDA ITEMS

Full Evaluation of all job roles

Project Manager Role

Confidential Minutes – Page 242