



Wallingford Town Council

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2019-04-08 Personnel Agenda

3rd April 2019

To: All Members of the Personnel Sub-Committee – Councillors Davidson, Dolton, McGregor, Norton, Titchener and Whelan and The Mayor, Councillor Lee Upcraft

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 Monday 8th April 2019** at 7pm for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

A G E N D A

1. APOLOGIES

Apologies to be received.

2. ADMISSION OF THE PUBLIC

Members to consider and resolve those Agenda items for admission of the public.

Agenda Items 6-11 – To be taken in Confidential

3. DECLARATION OF INTERESTS

A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in our Council's Standing Orders code of Conduct (Item 13) in a matter being considered at a meeting is subject to statutory limitations or restrictions under code of conduct and his right to participate and vote on the matter (guidelines are available at the meeting and all Councillors have received a copy prior to the meeting).

4. PUBLIC PARTICIPATION - NOTIFIED AND IMPROMPTU (15 MINUTES IN TOTAL)

To be notified to The Town Clerk by 10.30am on Friday 5th April 2019.

5. MINUTES

To sign as a correct record the Minutes of the Personnel meeting held on the 28th November 2018 as set out on pages 167 to 171 of the Minute Book, copy previously circulated to members, copy attached to the minute book.

6. PENSION SHORTFALL

The Town Clerk to report on shortfall for two members of staff.

7. REDUCTION IN HOURS

The Town Clerk to report on reduction of staff member's hours.

8. RECREATION ROOMS- CLEANING

Members to discuss future hours for current cleaner in relation of closure of the Recreation Rooms.

9. JOB EVALUATIONS

The Town Clerk and Councillor Norton to give an update. Consultation with staff regarding new job descriptions.

10. TOWN CLERK'S HOURS

11. GENERAL STAFF UPDATE

12. HEALTH AND SAFETY

The Town Clerk to give an update.

13. FUTURE AGENDA ITEMS

Distribution: Notice Boards

NON CONFIDENTIAL REPORTS ARE AVAILABLE ON REQUEST.

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 26th November 2018. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT ACCESS IS PROVIDED.