

**WALLINGFORD TOWN COUNCIL**

MINUTES

of the

Personnel Committee Meeting held remotely by TEAMS on Monday 19<sup>th</sup> October 2020

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PRESENT

Councillors Beauchamp, Dolton, Keats-Rohan, Kidley, Lester and Whelan

The Mayor of Wallingford, Councillor Upcraft  
The Town Clerk, Mrs Paula Lopez

**349. TO ADVISE THOSE IN ATTENDANCE OF THE PROTOCOL FOR THE MEETING**

Members noted the protocol for the meeting.

**350. APOLOGIES**

There were no apologies for absence.

**351. 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 12 – Mooring Collector  
Agenda Item 13 – Staffing  
Agenda Item 14 – Confidential minutes

### **352. 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).

There were no declarations of interest.

### **353. VARIANCE OF ORDER OF BUSINESS**

None

### **354. PUBLIC PARTICIPATION - NOTIFIED AND IMPROMPTU (15 MINUTES IN TOTAL)**

There were no members of the public present

### **355. MINUTES**

To sign as a correct record the Minutes of the Personnel meeting held on the 4<sup>th</sup> August 2020 as set out on pages 82 - 84 of the Minute Book, copy previously circulated to members, copy attached to the minute book. Confidential Minutes to be approved under confidential items.

It was Proposed by Councillor Dolton, Seconded by Councillor Keats Rohan and

#### **RESOLVED:**

**THAT** the Minutes of the Personnel meeting held on the 4<sup>th</sup> August 2020 as set out on pages 82 - 84 of the Minute Book, copy previously circulated to members, copy attached to the minute book, be signed as a correct record.

### **356. HEALTH & SAFETY**

The Town Clerk reported that whilst the office was dormant over lockdown regular checks had been aborted.

Many have now restarted:

- Fire Alarm Checks and Emergency Lighting – resumed at Town Hall, Offices and Town Information Centre.
- Water is being flushed weekly and documented and monthly testing is due to be resumed

In addition Safeguard Secure Solution carried out an inspection visit on the intruder alarm at Town Hall / TIC and reported that all was in working order.

Safeguard Secure Solution also showed/reminded the Town Information Staff how to operate the panic alarm in the TIC

### **357. COVID-19 RESPONSE**

The Town Clerk reported that new risk assessments had been put in place in line with new measures following Government guidance.

These included:

Risk Assessments

Cleaning (Covid-19 compliant) in the Wallingford town council offices / town hall and town information centre.

Collection of Mooring Fees

Reopening Parks Department

Reopening of playparks

Reopening of the Town Information Centre and OALC

Office staff – return to work plan

Office staff – Return to office

Reopening Town Council Office

Meetings Face to Face

Weddings Risk Assessment

Temporary Working from Home

### **358. COMPLAINTS POLICY**

Members reviewed the attached draft Complaints Policy and it was Proposed by Councillor Upcraft, Seconded by Councillor Dolton and

#### **RECOMMENDED:**

**THAT** the Complaints Policy be adopted by Full Council.

### **359. TOURISM, BUSINESS & COMMUNITY DEVELOPMENT MANAGER ROLE**

i) **Job Description** - Members discussed the Job description (sent out in advance) for the role. Councillor Keats-Rohan asked that more emphasis be put on the historic aspect of Wallingford. Councillor Upcraft said that he would speak with Councillor Hughes, the Chairman of Tourism and Economic Development and discuss this with him.

ii) **Recruitment Process** - The Town Clerk advised that she had completed the Job pack and had researched where the role could be advertised and that she was waiting for Councillor Hughes to come back to her on the following before an advertisement could be placed:

- How Councillor Hughes sees the application process working in terms of no office involvement – post, etc.
- Who is going to be the receiver of applications when they come in if not the office – details to go in the job pack.
- Councillor Hughes to put a snapshot advert together as he wanted it done properly.

- Personal specification in job pack – this has been put together from the job description and Councillor Hughes will add to this from his suggested core competencies.

**CONFIDENTIAL MINUTES ON PAGE 169**