



Wallingford Town Council

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2021-03-09 Personnel Agenda pl/ba

4th March 2021

To: All Members of the Personnel Committee – Councillors Beauchamp, Dolton, Keats-Rohan, Kidley, Lester, Whelan and Ex-Officio Chairman Councillor McGregor

Dear Councillor,

You are hereby summoned to attend a virtual TEAMS meeting of **Personnel Committee on Tuesday 9th March 2021 at 7p.m** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

A G E N D A

1. TO ADVISE THOSE IN ATTENDANCE OF THE PROTOCOL FOR THE MEETING

2. APOLOGIES

Apologies to be received.

3. ADMISSION OF THE PUBLIC

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

Agenda Item 8 – Confidential Minutes

Agenda item 9 – Staffing

4. 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).

5. VARIANCE OF ORDER OF BUSINESS

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

Members of the public who wish to speak at this meeting must email the Town Clerk
Email: townclerk@wallingfordtowncouncil.gov.uk a link will then be provided to the virtual meeting.

7. MINUTES

To sign as a correct record the Minutes of the Personnel meeting held on the 15th February 2021 pages 273 - 275 of the Minute Book, copy previously circulated to members, copy attached to the minute book. Confidential Minutes to be approved under confidential items.

RESOLUTION REQUIRED

8. TO APPROVE CONFIDENTIAL MINUTES (Confidential)

To sign as a correct record the Confidential Minutes of the Personnel meeting held on the 15th February 2021 as set out on page 276.

RESOLUTION REQUIRED

9. STAFFING (Confidential)

i) To discuss the vacancies that have arisen
ii) To review the Job Descriptions for the Senior Administrator and Administrators role
iii) To consider and approve recruitment of vacancies
iv) Discussion on how to reinforce a more positive, communicative, and supportive relationship between Councillors and staff and to review the Member Officer Protocol policy. (Sent out in advance of the meeting). To consider replacing this policy with a Dignity at Work Policy. (Sample sent out in advance of the meeting).

RESOLUTION OR RECOMMENDATIONS AS APPROPRIATE

10. FUTURE AGENDA ITEMS

Training,
Water of Hanging Baskets (Review),
Duties for Parks Person/Handyman – on hold

Distribution: Notice Boards **NON CONFIDENTIAL REPORTS ARE AVAILABLE ON REQUEST.**