



Wallingford Town Council

9 St Martin's Street
Wallingford
Oxfordshire
OX10 0AL

Tel: 01491 835373
Email: seniorofficer@wallingfordtowncouncil.gov.uk
Web: www.wallingford.co.uk

2021-9-06 Personnel Agenda EP

1st September 2021

To all members of the Personnel Committee: Councillors Beauchamp, Keats-Rohan, Kidley, Lester, Whelan and Mayor Councillor Harris

Dear Councillor,

You are hereby summoned to attend a meeting of **Personnel Committee on 6th September 2021 at 7PM at Wallingford Town Hall** for the transaction of business as set out on the agenda below

Yours sincerely,

The Town Clerk/ RFO

A G E N D A

1. **ELECTION OF A VICE CHAIRMAN**
To elect a Vice-Chairman for the 2021-2022 Municipal Year
RESOLUTION REQUIRED
2. **TO ADVISE THOSE IN ATTENDANCE OF THE PROTOCOL FOR THE MEETING**
3. **APOLOGIES**
Apologies to be received
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. **MINUTES**
To resolve that the minutes from the meeting of the Personnel Committee on the 5th July 2021 as set out on pages 34-35 in the minute book are a true and accurate record of the meeting, and authorise the chairman to sign them

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/ RFO in advance of the meeting at townclerk@wallingfordtowncouncil.gov.uk
7. **EXCLUSION OF PRESS AND PUBLIC**
To resolve that due to the confidentiality of the following item of business to be transacted that Members of the Public and Press are asked to leave the meeting
8. **UPDATES ON ADVERTISED ROLES – ESTATES OFFICER AND ASSISTANT FINANCE OFFICER**
Town Clerk/ RFO to give an update
9. **TOURISM ROLE**
Members to discuss an opening for a future Tourism and Economic Development Officer role
RECOMMENDATION REQUIRED
10. **TRAINING**
Town Clerk/ RFO to give an update
11. **STAFF SUPERVISIONS**
Town Clerk/RFO and Chairman to give an update
12. **STAFF APPRAISALS**
To update job roles/ descriptions in line with Government legislations
13. **REVIEW ACCOMMODATION 8A CASTLE STREET FOR SUITABILITY AS THE TOWN COUNCIL OFFICE**
Members to discuss
RECOMMENDATION REQUIRED
14. **FUTURE AGENDA ITEMS**
Training (rolling)
Locum Town Clerk contract extension
Job evaluations
Staffing update