



Wallingford Town Council

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2021-11-08 Personnel Agenda MT

3rd November 2021

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

Dear Councillor,

You are hereby summoned to attend a meeting of **Personnel Committee on 8th November 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. **TO ADVISE THOSE IN ATTENDANCE OF THE PROTOCOL FOR THE MEETING**
The Chairman to advise attendees of the protocol for this meeting
2. **APOLOGIES**
Apologies to be received
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. **MINUTES**
To resolve that the minutes from the meeting of the Personnel Committee on the 6th September 2021 as set out on pages 66-69 in the minute book are a true and accurate record of the meeting, and authorise the chairman to sign them

RESOLUTION REQUIRED

5. **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
6. **TRAINING**
The Town Clerk/RFO to give an update
7. **NEW APPOINTMENTS-ESTATE'S OFFICER & FINANCE ASSISTANT**
The Town Clerk/RFO to give an update
8. **LOCUM TOWN CLERK CONTRACT**
Members to discuss the necessity of extending the LGRC contract
RECOMMENDATION REQUIRED
9. **HEALTH & SAFETY**
Members to discuss the report previously circulated
10. **JOB EVALUATIONS**
The Town Clerk/RFO and Chairman to give an update
11. **DISCIPLINARY/APPEAL PANEL-WTC**
Members to discuss a recommendation to adopt a Disciplinary/Appeal panel for WTC
RECOMMENDATION REQUIRED
12. **STAFF VOLUNTEER DAYS/TEAM BUILDING**
Members to discuss opportunity days for Staff to Volunteer at local organisations
RECOMMENDATION REQUIRED
13. **TOWN INFORMATION CENTRE WINTER OPENING HOURS**
Members to note-TIC Winter opening hours commencing 1st Dec 21.
14. **FUTURE AGENDA ITEMS**
Training (rolling)
Staffing update (rolling)
Job Evaluations
15. **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
RESOLUTION REQUIRED
16. **GENERAL STAFF UPDATE (Confidential)**
The Town Clerk/RFO to give an update
17. **BUDGET FOR STAFF**
Members to discuss a Christmas Bonus for staff