



Wallingford Town Council

WALLINGFORD TOWN COUNCIL

MINUTES

of the

Personnel Committee Meeting held in the Town Hall on
Monday 8th November 2021

Those Present: The Chairman, Councillor Beauchamp
Councillors Keats- Rohan, Kidley, Lester and Whelan

In Attendance: The Town Clerk/ RFO, Michelle Taylor

The meeting commenced at 19:00 (7:00PM)

325/21.TO ADVISE THOSE IN ATTENDANCE OF THE PROTOCOL FOR THE MEETING

Members noted the protocol for the meeting

326/21.APOLOGIES

Apologies were received from Mayor Councillor Harris

327/21.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)

No interests were received

328/21.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 are a true and accurate record of that meeting, and authorise the Chairman to sign them as such

It was proposed by Councillor Kidley, seconded by Councillor Whelan and
RESOLVED THAT the minutes from the meeting of the Personnel Committee on the 6th September 2021 are a true and accurate record of that meeting, and that the Chairman is authorised to sign them as such

329/21.PUBLIC PARTICIPATION - NOTIFIED AND IMPROMPTU (15 MINUTES IN TOTAL)

There were no members of the public present

The Chairman put a motion forward to move item 9 to Confidential

It was proposed by Councillor Lester, seconded by Councillor Keats- Rohan and **RESOLVED THAT** agenda item 9 (Health & Safety) be moved to 15a under Confidential

330/21.TRAINING

The Town Clerk/RFO to give an update

Members noted the training courses undertaken by staff of which included Health and Safety and various courses delivered by OALC

331/21.NEW APPOINTMENTS: ESTATES OFFICER AND FINANCE ASSISTANT

The Town Clerk/RFO to give an update

- Estates Officer: The Town Clerk reported Rob Workman was officially appointed as Wallingford Town Council's Estates Officer on a 37 hour per week contract for a period of one year and his employment commenced on the 1st October 2021
- Assistant Finance Officer: The Town Clerk reported Elliot Wilson was officially appointed as Wallingford Town Council's Assistant Finance Officer on a 16 hour per week contract and his employment commenced on the 25th October 2021 and is due to run until September 2022

Members thanked Rob Workman for all his hard work so far to date

332/21.LOCUM TOWN CLERK CONTRACT

Members to discuss the necessity of extending the LGRC contract
RECOMMENDATION REQUIRED

It was proposed by Councillor Lester, seconded by Councillor Keats- Rohan and **RECOMMENDED THAT** the Locum Town Clerk contract will not be extended after the 30th November 2021. Members thanked The Locum Clerk for all the support given to both the Town Clerk and Councillors over the past six months

333/21.HEALTH & SAFETY

Members to discuss the report previously circulated:

Item moved to 15a under Confidential

334/21.JOB EVALUATIONS

The Town Clerk/RFO and Chairman to give an update:

The Chairman outlined areas from a recent course he had attended in relation to job evaluations within Local Government of which would be extremely beneficial to implement

within the up and coming processes. The Town Clerk/RFO reported all staff job evaluations will be carried out and job descriptions will be reviewed and updated where necessary. Going forward this process will be applied on an annual basis during April in line with the new financial year, along with an additional review during October to enable supplementary budget required

335/21.DISCIPLINARY/APPEAL PANEL-WTC

Members to discuss a recommendation to adopt a Disciplinary/Appeal panel for WTC

It was proposed by Councillor Lester, seconded by Council Whelan and **RECOMMENDED THAT** Wallingford Town Council establish a Disciplinary/ Appeal Panel of which would consist of 3 members from the Personnel Committee for the Disciplinary Panel and 3 additional members for the Appeals Panel. Upon a resolution, members to be selected and a Policy to be drawn up and finalised for adoption by Council

336/21.STAFF VOLUNTEER DAYS/TEAM BUILDING

Members to discuss opportunity days for Staff to Volunteer at local organisations

It was proposed by Councillor Keats-Rohan, seconded by Councillor Whelan and **RECOMMENDED THAT** Wallingford Town Council staff to conduct two days annually Volunteering within Wallingford and surrounding areas, ensuring staff are split over the two day period to allow the Council offices to remain open to the general public

337/21.TOWN INFORMATION CENTRE WINTER OPENING HOURS

Members to note the Town Information Centre Winter opening hours commencing 1st Dec 21

Members noted the Town Information Centre Winter opening times of which are to commence on the 1st December 2021 will be 9:30am-13:30pm

338/21.FUTURE AGENDA ITEMS

Training (rolling)
Staffing update (rolling)
Job Evaluations/ Job Descriptions
Staff Appraisals
Tourism Role
Health & Safety (rolling)

339/21.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

It was proposed by Councillor Lester, seconded by Councillor Kidley and **RESOLVED THAT** that due to the confidential items about to be transacted that Members of the public and press are asked to withdraw from the meeting

No members of the public were present

CONFIDENTIAL SESSION CONTINUES ON PAGE 120