



Wallingford Town Council

8a Castle Street
Wallingford
Oxfordshire
OX10 8DL

Tel: 01491 835373

Email: seniorofficer@wallingfordtowncouncil.gov.uk

Web: www.wallingfordtowncouncil.gov.uk

2022-02-21 Personnel Agenda MT

16th February 2022

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 21st February 2022 at 7PM at Wallingford Town Council Offices (8a Castle Street)** 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 8th November 2021 as set out on pages 116-121 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. **UPDATE ON ADVERTISED ROLE**

Town Clerk/RFO to give an update

7. **STAFF TRAINING**

Town Clerk/RFO to give an update

8. **DISCIPLINARY/APPEAL PANEL-WTC**

Following the resolution from Full Council on the 10th January 2022, minuted at 473/21 on pages 174-175, Members to appoint three Members of the Personnel Committee to sit on a Disciplinary Panel, and appoint three Members of Council outside of the Personnel Committee to sit upon an Appeal Panel

i) Members to appoint three Members of the Personnel Committee to sit on a Disciplinary Panel

RESOLUTION REQUIRED

ii) Members to discuss the appointment of three Members of Council outside of the Personnel Committee to sit upon an Appeal Panel

9. **FUTURE AGENDA ITEMS**

Training (rolling)

Staffing update (rolling)

Staff Appraisals

10. **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

11. **NEW APPOINTMENTS-Meetings Officer and Parks Foreman (Confidential)**

i) Members to discuss the appointment of a Meetings Officer

RESOLUTION REQUIRED

ii) Members to discuss the **Meetings Officers** Job Description (Meetings Officer advert to be advertised immediately as resolved at Full Council on 14th February 2022)

RESOLUTION REQUIRED

iii) Members to discuss the appointment of Parks/Estates Foreman plus an Apprentice

RECOMMENDATION REQUIRED

12. **JOB EVALUATIONS/JOB DESCRIPTIONS (Confidential)**
The Town Clerk/RFO and Chairman to give an update
13. **EXIT INTERVIEW REVIEW (Confidential)**
Town Clerk/RFO and Chairman to update members
14. **WALLINGFORD TOWN COUNCIL STAFFING STUCTURE (Confidential)**
Members to review the staffing structure across the Town Council Office, Town Hall,
Town Information Centre and Parks/Estates Teams
RECOMMENDATION REQUIRED
15. **ESTATES OFFICER-6 MONTH PROBATIONARY REVIEW (Confidential)**
Town Clerk/RFO and Chairman to update members.
16. **INTERNAL INVESTIGATION (Confidential)**
Town Clerk/RFO and Chairman to update members