



Wallingford Town Council

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To the Members of the Personnel Committee

Councillor Dan Beauchamp (Chairman)
Councillor Sue Hendrie
Councillor Katharine Keats-Rohan (Vice-Chairman)
Councillor Michael Kidley
Councillor Rosslyn Lester
Councillor Deborah Whelan

The Mayor, Councillor Marcus Harris (ex-officio)

29 March 2023

Dear Councillors

You are hereby summoned to attend a meeting of the **Personnel Committee** on **Monday, 3 April 2023** at **7.00 pm** in the **Wallingford Town Council Office – 8A Castle Street** - for the transaction of business as set out on the attached agenda.

Apologies for the meeting should be sent to meetings@wallingfordtowncouncil.gov.uk

Yours sincerely

Michelle Taylor
Town Clerk & Responsible Finance Officer

**MEETING OF THE PERSONNEL COMMITTEE
MONDAY, 3 APRIL 2023, 7.00 PM
WALLINGFORD COUNCIL OFFICE
8A CASTLE STREET, WALLINGFORD, OX10 8DL**

AGENDA

1 MEETING PROTOCOL

The Chairman to advise those present of the protocol to be followed for this meeting

2 APOLOGIES

To receive apologies for absence

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 EXCLUSION OF PRESS AND PUBLIC

To resolve that the press and public be excluded from the meeting due to the confidential nature of the business to be transacted

- RESOLUTION REQUIRED

5 MINUTES

To approve the minutes of the meeting of the Personnel Committee held on 28 November 2022 and authorise the Chairman to sign them

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

6 ACTIONS FROM PREVIOUS MEETINGS

To review the progress of actions agreed at previous meetings

- DOCUMENT ATTACHED

7 PUBLIC PARTICIPATION

To hear from members of the public on any matter on the agenda

We welcome members of the public at our meetings. A total of 15 minutes has been set aside for this. The maximum length for an individual contribution is 10 minutes and is at the discretion of the Chairman.

Members of the public who wish to speak at this meeting should email the Meetings Officer at meetings@wallingfordtowncouncil.gov.uk

8 TRAINING

The Town Clerk to update the Committee, including CILCA

9 HEALTH AND SAFETY

The Town Clerk to update the Committee

10 NEW APPOINTMENTS

The Town Clerk to update the Committee, including the outcomes of probationary reviews

11 RECRUITMENT UPDATE

The Town Clerk to update the Committee

12 TEAM UPDATE

The Chairman and Town Clerk to update the Committee

13 STAFF BUDGET

The Town Clerk to update the Committee

The Committee to NOTE the decision of the Full Council taken on 21 February 2023 to increase the hours of the Parks and Estates Warden, normally covering Sunday-Wednesday with flexibility as needed, at an additional annual cost of around £9k (Minute 623/22).

14 FUTURE AGENDA ITEMS

To identify items for future meetings.

The following items have already been identified:

- Training (rolling)
- Staffing update (rolling)

- Performance appraisals
- Job evaluations

The quorum for this Committee is 4.

The next meeting of the Personnel Committee will be held on Monday, 10 July 2023.

Distribution: Town Council website and Town Hall noticeboard

Non-confidential supporting documents may be made available upon request.

We welcome members of the public at our meetings. Any member of the public wishing to speak at the meeting should contact the Meetings Officer in advance by emailing meetings@wallingfordtowncouncil.gov.uk