

Notice of a meeting of the

Personnel and Administration Committee

12th April 2021 at 7.30pm

Online at zoom.us (or via your device app)



All members of the Personnel and Administration Committee are summoned to attend this meeting for the transaction of the business on the agenda.

Admission of the public and media

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960. **Admission to this meeting will be online** (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales))

Reports and minutes

We add reports and minutes to our website.

Recording, photographs and filming

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting.

We ask that anyone wishing to record or photograph the meeting notifies the Town Clerk before the start of the meeting.

Public participation

The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30-32 on a matter before the Committee). Please see page 3 of the agenda for joining instructions.

At the relevant time during the meeting, the Chair will invite members of the public to present their questions and statements. To contact the Town Clerk, please email – jwheeler@didcot.gov.uk

Agenda

1. To receive apologies
2. To receive declarations of interest
Members should declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct.
3. To agree the minutes of the meeting held on 1st February 2021 as a true record (*minutes attached*)
4. Questions on the minutes as to the progress of any item
5. To note the Town Clerk's appraisal and targets for the next six months – see *attached report*.
6. Progress Report – see *attached*

EXCLUSION OF THE PRESS AND PUBLIC

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

7. To consider the confidential staff report – see *attached report*
8. To review the draft job descriptions for a Projects & Services Officer and Reception & Finance Assistant – see *attached report*
9. To consider the renewal for HR and H&S support – see *attached report*.



Janet Wheeler
Town Clerk
6th April 2021

Voting Committee members:

Cllr M. Khan (Chair)
Cllr A. Macdonald (Vice Chair)
Cllr V Haval
Cllr J Durman
Cllr A Sandiford

Nominated substitute Committee members:

Cllr P Giesberg
Cllr J Moody
Cllr P Siggers
Cllr A Thompson
Cllr M Mallows

How to join the meeting using zoom.us

Should any member of the public wish to join the electronic meeting, please contact the Town Clerk by email – jwheeler@didcot.gov.uk to request an invitation. You will be provided with instructions on how to join the meeting electronically. You will also need to sign up to a Zoom account, which is free. You should use your browser to find zoom.us, then simply follow the instructions to sign up. Should you wish to make a comment rather than attend, please email the Town Clerk or any Town Councillor prior to the meeting.

Didcot Town Council

Personnel and Administration Committee Monday 1st February 2021 at 7.30pm Meeting held via Zoom



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this committee.

Councillors

M Khan (Chair)
A Macdonald (Vice Chair)
J Durman
V Haval
A Sandiford

Officers:

Mrs J Wheeler (Town Clerk)

Also present:

Cllr P Siggers

Public participation

None

65. Apologies

None received as everyone present for this meeting.

66. Declarations of interest

There no declarations.

67. To approve the minutes of the meeting held on 7th December 2020

It was proposed by Cllr A Macdonald and seconded by Cllr J Durman and RESOLVED to approve the Minutes as a true record. The Chair paged through for any comments.

68. Questions on the Minutes

There were no direct questions.

69. To review the Petition Policy

It had been agreed at Full Council to review the current Petition Policy which expired in September 2020. The Town Clerk had been through the current Policy to up-date in terms of personnel. The Committee discussed the document and felt that it was out of date and did not cover online petitions. It was clear that further work to expand the petition policy and to give guidance to residents wanting to file an electronic petition should be researched. The Committee also felt that the petition should only accept signatures from those who lived and worked within the Didcot boundary.

The content of the topics for petition should be referred to the Town Clerk for approval. It was agreed that the petition topics could cover the wider remit as well as topics directly relevant to Town Council projects and services. Any petitions that are not within our remit can still be debated and passed on to the relevant principle authority.

The Committee was approved clause 2 v that a petition must cover no more than six weeks between the earliest and the latest signature – and must be submitted to the Town Council for arrival no more than twelve weeks after the earliest signature. A parish map was suggested where residents can tick where they live and work. The wording of the petition in terms of retention needs to be reviewed with the GDPR principles in mind. If the task is not within the remit of the Council, the petitioner will be revised accordingly.

It was proposed by Cllr M Khan and seconded by Cllr J Durman to follow the old petition policy until a revised policy can be brought back to the Committee.

70. To review the Data Retention Policy

The policy was reviewed and the Town Clerk mentioned that the retention of recordings and draft minutes was a contentious item at the meetings of the standing orders working group.

After discussion it was agreed that all drafts and recordings should be destroyed. All agendas, minutes and reports are kept on the website and in the public domain. Members of the public may attend and make their own recording. Councillors have the opportunity to amend the minutes and once confirmed the drafts would be confidentially destroyed.

The Town Clerk wanted to make better use of the cloud by scanning in certain documents such as land holdings and deeds. There were different types of receipts which required review to establish retention time scales. There could be a link to SODC to record election results – the Town Clerk would speak to the Events and Communications Officer to establish this.

It was proposed by Cllr A Macdonald and seconded by Cllr V Haval and **RESOLVED TO RECOMMEND** the adoption of this policy.

71. To review the meeting dates for 2021 – 2022 civic year incorporating the new Property & Facilities Committee

There was a discussion about the best time to hold the Mayor-Making and the Annual Meeting and whether to merge the two as we did last year. The Government

is not planning to extend the right to hold virtual Council meetings so any future Council meetings after 7th May 2021 will be in person. There is also a bi-election on 6th May where the two vacant seats will be filled.

Cllr M Khan suggested combining the Mayor-Making and the Annual Meeting on 4th May – to be held virtually – so that the Mayor and the Chairs of the Committees are confirmed for the first meeting to allow the first Committee meetings to take place.

Cllr J Durman wanted to combine the meeting but hold it after the election so that the new Councillors have a voice in the Mayor-making. He was in favour of holding a meeting on Friday 7th May but the results of the parish elections may not appear until over the weekend.

If the Mayor-Making was held on 4th May the numbers of the Committees would have to wait until after the election where the political balance can be adjusted. An extra ordinary meeting could then be held to confirm that make up of each Committee.

Cllr V Haval suggested that the Mayor-Making and Annual Meeting go ahead on 4th May and the Extra Ordinary meeting would be held on 11th May to determine the different Committee membership.

Cllr M Khan proposed and Cllr A Macdonald seconded this proposal. The vote was four in favour and one abstention – it was RESOLVED TO RECOMMEND to Full Council.

The Town Clerk was asked to minute that this was a resolution for this year only due to the unique situation this year.

72. To review the proposed terms of reference for the Property & Facilities Committee

The Chair paged through the terms of reference. Cllr M Khan wanted to include Fleet Meadow and the line “any other buildings which may come under the ownership of the Town Council”.

Cllr V Haval queried the car parks under the different Committees. It was AGREED that the Civic Hall car park would be under Property and Facilities Committee however the car parks at other sites would be under the oversight of this Committee but may also be maintained by tenants or third parties.

It was clarified that car parks and infrastructure would be under the Property and Facilities Committee but the outside spaces would be under the Environment and Climate Committee. The Committees would however work together on many projects and should not work in isolation.

It was proposed by Cllr J Durman and seconded by Cllr A Sandiford and RESOLVED TO RECOMMEND to Full Council.

Cllr P Siggers leaves the meeting.

73. To note the Progress Report

The progress report for items not on the agenda was noted by the Committee. Cllr M Khan asked about the Kickstart scheme which has been put on hold until the Town Clerk had time to consider other training providers.

Cllr M Khan wished to place on record thanks to the staff who have recently left the Council or were due to leave in February. When the time was right it would be appropriate to invite them back to say goodbye properly.

74. Exclusion of the press and public

It was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

75. To consider confidential staff report

The Town Clerk presented the up-date on the appraisals and new job descriptions. The Outside team will need appraisals done by the end of March. The Town Clerk is due to have an appraisal on 19th February with the Mayor and the Leader. Other contracts and hours were discussed and it was agreed to be as flexible as possible for those staff who had not been into work for some time.

It was agreed that all staff will need to assist with covering the reception on a rota basis as the Civic Hall becomes a part of the Town Council. The report was noted.

76. To review the recruitment progress

There have been a total of nine applications for the Property and Facilities Manager and four applications for the Planning and Environment Officer. The advertising has now closed although there may be some late applications to consider. The timetable for interviews would be confirmed in the next week.

The meeting closed at 9.20pm

Signed _____ Chair Date _____

Annual review of Town Clerk

Carried out by Cllr M Khan (Leader and Chair of Personnel and Administration Committee) and Cllr E Hards (Mayor) on Friday 19th February 2021



Review of last year's targets

- **Sort out the Standing Orders and incorporate the mandatory section from the NALC generic version – to be approved by September Full Council meeting.**
Achieved June 2020
- **Review the Financial Regulations and amend as necessary for review by F&GP Committee.**
Achieved June 2020
- **Recruit either a Deputy Town Clerk or a Senior Administrator who can choose to progress their career by studying for the Certificate in Local Council Administration (CILCA).**
Achieved with Guy Langton and Lucy Blake will be sponsored by DTC to start her CILCA – having achieved her ILCA 2020
- **Review the existing office staff to ensure best use of skills and career progression.**
On-going as staff continue to change but now all under the DTC workforce – so no dedicated Civic Hall staff.
- **Ensure that Council agrees a vision and objectives for the next four years.**
Work needed to agree an action plan in the short, medium and long term. This should not just be a job for the Town Clerk – it should be the elected Councillors who suggest what they want to achieve.
- **Enter Didcot Town Council in the Local Council Award scheme to achieve at least Quality status – and work towards the Gold status.**
Now possible with Standing Orders and Financial Regs approved and legally compliant.

TARGETS

- To improve the interaction with the Outside Services Team and to ensure they are involved with the Office staff operating as one team. **ON-GOING – suggest a review in six months**
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- Delegate more work to the junior staff and empower them to deliver with a mix of in-house and formal training – **Process already started with the upskilling of admin staff – review in September 2021. NB: There is a limit as to how much they can learn quickly and how much time I have to teach.**
- Local Council Award scheme – **to achieve at least Quality status by November 2021 or have the application pending**
- Work with the new senior team to get them up to speed with how the Town Council works – both are new to Local Government – **review October 2021.**
- **Vision and objectives** – encourage elected members to play a full part in the planning of achievements for the short, medium and long term plan. **August 2021.**
- Play a key role as part of the Parish Council sounding boards for the Didcot Garden Town and ensure that Councillors are kept involved with the latest information. **ON-GOING**
- Business plan training – identify a course or session that can be rolled out to the Property & Facilities Manager and other staff. **Identify a course to start in the autumn 2021.**
- Raise the profile of Didcot Town Council by working with the Property & Facilities Manager to gain contacts and to explore working with key stakeholders in both the public and private sector. The aim is to raise awareness of Didcot Town Council and its work in the community; raise awareness of the Mayor of Didcot and to explore opportunities for joint working; funding and sponsorship. **Review in January 2022.**
- Identify a leadership and management course for the Town Clerk – **review September 2021.**
- Build individual training programmes for all staff by July 2020 – and team building at regular intervals. On-going but delayed due to pressure of other work and recruitment. **Review September 2021.**
- Seek to get articles published in “The Clerk” magazine (SLCC) and other relevant sector publications. **ARTICLE IN NOV 2019 – AIM FOR ANOTHER BY DECEMBER 2021**

Cllr E Hards (Mayor of Didcot)

Cllr M Khan (Leader of Didcot Town Council)

19TH FEBRUARY 2021

ITEM 6 - PERSONNEL AND ADMINISTRATION COMMITTEE – PROGRESS REPORT

6/1

Meeting/minute	Item/topic	Up-date/status	Review date/meeting
21 st October 2020 – Minute 43	Staff Handbook – to be part of the New Employee Pack	Being compiled by the Town Clerk with consultation with Ellis Whittam	Staff Handbook now complete but needs pagination before circulation.
Not listed	Staff Grievance Policy	To review in tandem with the new Complaints Policy which was passed at Council on 2 nd March 2020 – to ensure all angles covered for staff and Members.	Review P&A June 2021
1 st June 2020 – Minute 8	Staff training	Need for a standard training programme – not just formal training.	See objectives – item 5
5 th October 2020 Minute 32	Kickstart Scheme	Expression of interest submitted for two positions – one in the office and one outside.	Recommendation to go to F&GP April meeting
1 st February 2021 Minute 69	Petition Policy	Revise policy to cover electronic petitions and consultations	Either June or August meeting dependent on workload