

Notice of a meeting of the

Personnel and Administration Committee

4th December 2023 at 7.30pm

Park Room, Didcot Civic Hall



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.

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).

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 9th October 2023 as a true record – *see minutes attached*
4. Questions on the minutes as to the progress of any items.
5. To consider the up-dates on the Annual Leave and TOIL Policy – *deferred from the last meeting to confirm member comments.*
6. To discuss a policy for paying the National Living Wage item for staff and suppliers – *see attached draft policy.*
7. To review some of the initial information on Youth Councils and to agree the next steps – *see attached documents.*
8. To approve the close down dates for the Christmas and New year holiday – *see attached report.*
9. To review the potential for Didcot Town Council to set up self-guided trail apps – possibly working with the Didcot Garden Town – to help promote local facilities – see the website – www.at-creative.co.uk
10. 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

11. To approve the salaries budget for the next financial year 2024-2025 and proposed staff increments – *see attached confidential papers.*
12. To receive a staffing report including an up-date on the recruitment of the Estate Officer – *see attached confidential papers*



Janet Wheeler
Town Clerk
28th November 2023

Voting Committee members:

Cllr C Jennings (Chair) Cllr J Loder (Deputy Chair)

Cllr H Macdonald Cllr D Macdonald Cllr G Ryall

Nominated substitute Committee members:

Cllr T Worgan

Cllr D Guerra Aragao

Cllr O Glover

Cllr M Khan

Cllr L Hislop

Didcot Town Council

Personnel and Administration Committee Monday 9th October 2023 at 7.30pm All Saints Room, Didcot Civic Hall



Minutes

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

Councillors

C Jennings (Chair)
J Loder (Deputy Chair)
D Macdonald
G Ryall

Officers:

Mrs J Wheeler (Town Clerk)

28. Apologies

Apologies were received from Cllr D Macdonald.

29. Declarations of interest

None declared.

30. To approve the minutes of the meeting held on 31st July 2023

It was proposed by Cllr C Jennings and seconded by Cllr J Loder and RESOLVED to approve the minutes as a true record. The vote was unanimous. There were no amendments.

31. Questions on the Minutes

There were no questions.

32. To consider the up-dates on the Annual Leave and TOIL Policy

The Committee discussed the detail of the up-dates and made some minor amendments. It was noted that staff on maternity leave are able to carry over their full entitlement to the following financial year. The total amount of TOIL that can be accumulated in any six month period is 21 hours (3 days). TOIL may not be carried over from one six month period to another without authorisation from the Line Manager. This will be referred back to the next meeting to ensure accuracy of all member comments on this policy.

33. To consider the budget setting process and any large (macro) projects from this Committee

The Committee discussed a idea of employing a youth-focussed individual – who may or may not be young themselves - who could help with Town Council work and retain links to the community. This position could have a link with formal education. The Town Clerk would speak to a few key stakeholders in the Didcot area to see how this position could work. There were no other requests although a youth council was a potential new cost centre.

34. Progress report

The data protection training will be rolled out to the Deputy Town Clerk and Senior Managers and then to all office staff. Stuart Mundy has now attained his NEBOSH qualification and is continuing to work with indoor and outdoor staff. It was agreed that the item on H&S with the outdoor team will now be removed. Work was ongoing on the long service awards and a badge being designed. The Town Clerk also updated the Committee on the progress of hiring an Horticultural apprentice for the Outdoor Services team.

35. 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.

36. To note the final conclusion of an insurance claim

The Committee were appraised of the conclusion of a long-running claim which was resolved in favour of the Town Council. The solicitors fees of £5,314 were noted along with the time of the Town Clerk in fighting this claim. The importance of keeping HR records was noted. The Committee recorded their thanks to the Town Clerk and the staff who helped on this case.

37. To receive a Staffing Report

The Town Clerk up-dated the Committee on the recruitment for various positions. The two Estate Officer positions were now filled – one with an internal promotion and one person new to DTC. Interviews for the Horticultural Apprentice were ongoing.

It was **RESOLVED TO RECOMMEND** that the role of one of the gardeners should be changed to a Community Officer to help involve the community in projects throughout the town. This position would see this Officer lead on the allotment liaison along with the more specialist gardening and planting. The Officer would also be a mentor to the new Horticultural Apprentice. The amended job description was circulated to the Committee.

The impact of the internal changes and promotions meant changes for other staff to pick up work where appropriate.

Recruitment at Willowbrook Leisure Centre was also discussed and positions are being filled.

It was AGREED to extend the probation period for one member of staff. The Town Clerk discussed the reasons for doing this and may need to refer back to the P&A Committee in the next three months.

There was still no news of the national pay award but it was hoped for news by the end of October.

There was an up-date on the early progress of the Deputy Town Clerk and the Estate Manager. A training report was also received where the outdoor team were booked to do a welding course; repair of small tools course and attended a trade show.

One of the next projects was to up-date our Employee Handbook to dovetail in with our HR policies and employment contracts.

The meeting closed at approximately 8.45pm.

Signed _____ Chair Date _____

DIDCOT TOWN COUNCIL



Annual Leave and TOIL Policy

Reviewed by Personnel and Administration Committee 4th December 2023
To be Ratified by Full Council on 8th January 2024

Annual Leave Entitlement and Bank Holidays

1. The annual leave year runs from 1st April of one year to 31st March of the following year.
2. Full time staff, working 37 hours per week are entitled to 23 days plus 4 statutory days (to be taken at any time but to cover the period between Christmas and New Year). Staff with 5 years' service or more receive 26 days plus 4 statutory days (to be taken at any time but to cover Christmas and New Year). Staff are also entitled to the following bank holidays each year:
 - New Year's Day
 - Good Friday
 - Easter Monday
 - Early May Day
 - Spring (normally late May)
 - Summer (normally late August)
 - Christmas Day
 - Boxing Day
 - *NB: new staff who have joined from a previous Council will carry over their entitlement. This is named as "continuous service" on your employment contract.*
3. Staff working less than 37 hours per week are entitled to an appropriate proportion of the above entitlement based on number of hours worked and days worked.

The pro-rata entitlement is based on a Full Time Equivalent of 35 days per annum (7 weeks), or 38 days per annum (7.6 weeks).

Part time leave is calculated by multiplying the Employee's average weekly days or hours over 52 weeks by either 7.0 or 7.6 depending on length of service.

Requests for Leave

4. All requests for leave should be submitted in writing (normally giving as much notice as possible) on the absence request form. This should be sent to the appropriate Line Manager.
5. The minimum amount of annual leave that may be taken at any one time is a half day or hourly equivalent.
6. Any requests for leave that are refused by the Line Manager are to be reported to the Town Clerk, with reasons, as soon as possible.

Leave for New and Departing Employees

7. Both new and departing employees are entitled to annual leave proportionate to the completed months of service during the leave year of starting/leaving, which is 1/12th of full entitlement for each completed month of service. Fractions of a day are to be rounded up to the next half day.

Carry Forward of Leave

8. The Council is committed to providing a work-life balance for staff. All staff are strongly encouraged to use their full leave entitlement for the year it was granted. Only in the most exceptional of circumstances, detailed in a report to Personnel and Administration Committee, will consideration be given to the carry forward of more than five days of annual leave. Every employee is allowed to carry five days over but efforts must be made to take the five days by the end of April.

Staff who have been unable to use their full annual entitlement due to long term health issues, or having been on Maternity Leave, are able to carry the whole of their unused entitlement into the following year.

9. The only circumstance where payment will be given in lieu for any leave not used in a particular leave year is where employment is terminated and sufficient time did not exist for the full leave entitlement to be taken.
10. It is the responsibility of Line Managers to monitor staff entitlement throughout the year and encourage the taking of their full leave entitlement.

Christmas and New Year

11. The Council Offices normally close for the Christmas/New Year period, during dates agreed at an appropriate Personnel and Administration meeting.
12. Staff are advised that they may need to use annual leave to cover the Christmas/New Year period and should take this into account at the start of each leave year. Staff that do not have sufficient leave to cover the period will be required to work normal hours during the appropriate days.
13. Any staff not on duty or attending work on normal working days during the Christmas/New Year are to cover the days with leave or TOIL.

Compassionate/Maternity/Paternity and Other Leave

14. Applications for any other type of leave are to be submitted through Line Managers or to the Town Clerk. They will be granted in accordance with statutory regulations as appropriate. Leave applications not covered by regulations will be considered

sympathetically on a case-by-case basis by the Personnel and Administration Committee.

Time off in Lieu (TOIL)

15. TOIL is to be specifically authorised by an employee's Senior Manager in circumstances where a recognised and justifiable need exists. No TOIL can be accrued without management authorisation.

The amount of TOIL that can be accrued at any time is limited to twenty-one hours.

TOIL will not be carried over from one six month period to another so employees must ensure that the TOIL is taken by the end of September and March in each leave year.

Janet Wheeler
Town Clerk
November 2023

Personnel & Administration Committee

4th December 2023

Report author: Janet Wheeler



To consider a policy to follow the National living wage for staff and external contracts

Introduction

The Government has announced that the National Living Wage (and minimum wage) will increase from April 2024.

The rate will go up from £10.42 per hour to £11.44 per hour.

The rate for 18 – 20 year olds will go up by £1.11 to £8.60 per hour.

The rate is extended to apply for the first time to those aged 21 and over.

Employees aged 21 and 22 years will see an uplift of over 12%.

The effect of this is compressing the NJC Green Book pay scales. The recently agreed pay settlement has already relinquished SCP 1 and now starts at SCP 2 which is currently £11.62 per hour.

The rate for some DTC staff and casuals – after 23/24 pay award

Casuals under the age of 18 will now receive £11.82 per hour (from £10.82).

Casuals over the age of 18 will now receive £12.01 per hour (from £11.01).

Therefore all DTC staff are paid above the National Living Wage.

Outside contracts which require the appointment of working staff

Cllr Tony Worgan (Chair of F&GP Committee) proposes that DTC approves a policy where all future contracts will be required to pay their staff at least the National Living Wage. Typical contracts would be the cleaning contract which employs staff to work on our properties.

Recommendation

The P&A Committee should discuss and decide whether they wish the Town Clerk to draft a contract for the next meeting of this Committee (and then for recommending

to full Council). The Committee need to agree in principle that they would want DTC to take this stance with future contracts.

Legal and risk Implications

Legally binding contracts will need to specify this requirement before being awarded. The HR consultant will be consulted for the policy wording and any contractual paperwork.

Janet Wheeler
Town Clerk

Setting up a parish, town or community youth council



A guide for councillors, staff and volunteers
supporting youth councils in parish, town and
community councils



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Introduction

Over the past decade there has been a vast increase in the number of youth councils, cabinets, parliaments and forums funded and supported by local authorities. Increasingly local councils have recognised the need and importance of working with young people through parish, town and community youth councils.

The challenges to actively involve young people in local democracy and decision-making (from youth projects, school councils to local youth councils) are many and varied. Despite this, there is a clear appetite to effectively support the participation of young people in local democracy and decision-making.



2

Getting Started

What is an ideal parish, town or community youth council?

A youth council is a democratic organisation created, run and developed by young people for young people. They exist to represent the views of young people at a local level, giving young people the opportunity to have a voice, discuss relevant issues, engage with decision-makers and contribute to improving the lives of other young people within their communities.

Why should my local council bother?

Nobody knows about the issues affecting young people better than young people themselves. Youth councils can act as a positive way of integrating the views of young people into the local community.

Why should the local council coordinate it?

As statutory bodies, local councils have (and exercise) the right to set a precept. It is part of this precept (i.e. the responsibility for a particular sphere of activity) that is devolved to the youth council. Other non-parish or community organisations do not necessarily have either the means of providing a budget or responsibility for community matters affecting young people such as playing fields, seating and village greens.

Are youth councils legal?

Yes! The youth council acts in the same way as a properly constituted committee of the council, providing the council has properly delegated powers for specific items.

What do youth councils need to be effective?

To operate effectively, youth councils need:

- Full support and 'buy in' of the adult council is a must
- Commitment to let the youth council have budgetary responsibility
- A clear idea of what young people can and can't do and thereby establishing boundaries for what impact they can have in decision-making processes
- A formalised structure in which to operate within
- A nominated adult champion to help lead and support the youth council
- A mechanism to measure the success of young people's involvement
- Projects to help raise the profile and influence of the youth council
- Access to meeting rooms/premises/equipment etc.
- And of course, a group of enthusiastic young people that look and sound like the parish that they represent.

Why do they need a budget?

Technically, they don't. A youth council could act purely as an advisory or consultative group, however, experience would dictate that those youth councils that have control of a specific budget are more successful than those who do not. Providing the youth council with a budget empowers young people, teaches a sense of fiscal responsibility and allows them to spend money on things they want, rather than things that adult councillors think they want.

Doesn't having a youth council limit the opportunity to a handful of young people?

Absolutely not! Exactly how the membership is defined will be up to the youth council itself. However, an inclusive and diverse membership is recommended, that reflects the local population but maintains some form of formal structure. A good starting point would be to seek membership from local school councils (where appropriate), but also other youth groups such as local Scout groups, youth clubs and especially those groups that cater for harder to reach young people such as LGBT and BME young people. Following this type of structure will help to ensure that the youth council is representative, and that youth activities are co-ordinated in an area by the representatives reporting back to their respective groups.

Case Study

Billericay Youth Town Council

The Billericay Youth Town Council (YTC), comprising of 20 members, was set up twelve years ago and elections are held every two years. Throughout this time the YTC have installed a skatepark and extended it, had regular 'Battle of the Bands' contests and Talent Shows and have also assisted the Town Council on a number of projects including the installation of Teen Playground equipment.

Approximately 18 months ago, and as a result of consultation, it was decided that a Multi Use Sports Area (MUSA) was required within the local park which is owned by the

District Council. An application for Essex County Council Youth Opportunity Funding was submitted and the YTC were awarded £20,000; the Town Council agreed to finance the additional amount required.

Members of the YTC met with a number of contractors and visited other such sites within the county resulting in them choosing the equipment and contractor. The work was subsequently undertaken and during May 2010 the Official Opening took place. The facility has proved a great success and is used constantly by all ages.

Should we hold elections?

In an ideal world yes, having an election ensures that the young people know that the youth council has not just been selected by adults. However, many councils will find this approach hard to administer and difficult to fund. Also, some young people may find it challenging to stand in a formal election without the appropriate support and training. Therefore, adopting the approach described above might be useful (i.e. to have representatives from schools, youth groups and such). However, if the latter model is adopted it is important that the nominations are transparent. Mini elections in each constituent group would be an acceptable compromise.

Why so formal?

It is important that a form of structure relating to how the youth council should operate is formalised. This could mirror the local council structure or the young people may wish to adopt a more informal and flexible approach to meetings and communications. However the decision on how to operate should be made by the young people themselves, with advice and guidance from adults.

It is necessary to establish within the structure some form of protocol so that the youth council can easily and effectively feed into the general workings of the council as a whole. This should also ensure that the young people's ideas and opinions are taken seriously as a component part of the local council with some real power and influence.

At the same time some informal workings with regard to communication and style of meetings may be more appropriate and will keep young people more interested, informed and engaged.

Having a formal structure will also show the young people that it is necessary to put forward reasoned arguments and help them learn how to prepare convincing cases for certain proposals. A formalised committee structure with an agenda ensures that meetings reach some positive and constructive conclusions and that everyone gets the opportunity to present their case and take part in discussions.

3

Top Tips for Setting Up a Parish, Town or Community Youth Council

The suggestions below are just some points to consider if you have been tasked with setting up a local youth council. It is by no means an exhaustive list, nor does it offer a 'fixed model' on how youth councils should operate - there are too many variables that make this near impossible.

Form a steering group

Form a small steering group of enthusiastic young people to work with while the initial groundwork is being done. Handing a 'pre-made' youth council over to young people will not work, young people need to be involved from day one, have ownership and feel empowered to take the youth council forward. You may want to contact local schools and youth groups in the first instance. At the same time, begin research into local youth councils, visit other youth councils, seek advice and learn from other councils.

Defining the role of the youth council

Working with the steering group and local council it is important to begin to define what exactly the youth council should do, its responsibilities and its boundaries. Establishing some clear objectives would be a good starting point. As the youth council progresses and matures, additional responsibilities and objectives could be assumed. It is also important at this point to decide whether the youth council will have a budget. If so, how much and how it will be administered.

Formalising the youth council

Now it's time to think about who will sit on the youth council and how they will be elected or selected. Think about the total number of young people to be involved, what kind of structure would be the most welcoming, what age ranges to include. At this stage, a draft constitution could be written. It's important to remember that a constitution should be organic and have the ability to be amended as the youth council grows and matures, it should also not act as a barrier to participation.

Get recruiting

It's now time for the steering group to think about the recruitment process: How to recruit young people; where they are going to target; how many young people are they going to recruit in total.

Case Study

St Ives Youth Town Council

The Youth Town Council held its first meeting in September 1999 and has since that time held regular meetings, generally on the second or third Wednesday of each month. The meetings are held in the Council Chamber at the Town Hall and commence at 4.15 pm.

The Aim of the Youth Town Council is to represent the young people of St Ives by organising the discussion and implementation of ideas and suggestions that would be of benefit to the community as a whole not just its young people.

The conditions for membership are similar to those for becoming a Town Councillor in that members should either live in or within three miles of St Ives or attend a school in the town.

Members range in age from 11-18 years old. At present there are seven members out of the maximum 16 which make up the full council.

Previously elections were held every two years (along the lines of parliamentary elections) but, due to dwindling interest in the Youth Town Council, elections have not been held for the past four years and new members have instead been directly co-opted.

Reinstating the elections system and launching a recruitment campaign for new members is to be considered. Such campaigns have been conducted several times in the past when membership fell. The Town Mayor and Members of the Town Council have occasionally offered their support by assisting YTC members in addressing school assemblies.

The main annual event organised and managed by the YTC is 'Battle of the Bands' where local bands are invited to submit demos with the best five being selected to compete at the event. These have generally proved to be very popular with local youth and have been well attended.

Sometimes the YTC receives and considers applications for financial aid from local charitable groups, or support for youth activities.

The YTC's annual budget, received from the Town Council, is currently £1200 pa. They have autonomy to spend this however they consider fit.

The YTC has become involved in wider community matters and is invited to send representatives to meetings of groups such as the St Ives and District Area Road Safety Committee, the Twinning Committee, the Town Initiative and the Police Community Safety Group. The Council has taken direct action on one occasion when a youngster was injured on some spiked railings near to the school. The YTC arranged with engineers from Royal Air Force Wyton to level the tops of the sharp railings so this sort of injury could not happen again.

The first meeting of new recruits

Hopefully, following a successful marketing campaign, you will have a room full of enthusiastic, passionate young people who want to get involved and find out more about the youth council. This is the point where the steering group would be disbanded and a youth council should be formed.

The first youth council meeting

It will take a while to get into the swing of things; this is the time where the youth councillors will need quite a lot of support. This is also the time that elections for Chairperson, Secretary and other key roles may want to be held. It's important to work with the young people to ensure that they are engaged and feel that they can contribute. The first meeting can be quite daunting; however, perseverance is the order of the day here. Holding the first meeting is a major milestone, so perhaps a small celebration event after the meeting might be appropriate. Make sure the launch of the youth council is press released, and if possible get the local MP to endorse it.

Now, get to work!

The youth councillors, with appropriate support, now need take the lead and get to work. You might want to think about training opportunities, meeting with other established youth councils and running some in-house activities to whet their appetite. The young people need to begin to develop relationships with local councillors and wider decision-makers.

To conclude

When establishing and working with a local youth council, it's important that young people always take the lead, are empowered and, arguably most importantly, that they not only feel like they are making a contribution, but *are* making a contribution to their local communities.

Acknowledgements



4

Some of the content has been adapted from the Youth Council Handbook from the Hampshire Association Local Councils (HALC), the Advice for Local Councils on Creating a Youth Council from the National Association of Local Councils (NALC) and the British Youth Council's own work.

5

About BYC and How We Can Help

What we do:

The British Youth Council (BYC) is a charity run by young people for young people. We empower young people across the UK to have their say and ensure their voices are heard.

We inspire and empower young people aged 25 and under to have a positive impact through campaigning, engaging with local, national and international democracy, and as volunteers, decision-makers and leaders.

Our membership encompasses over 130 youth organisations large and small around the UK. We reach out to over 600 local youth councils and our networks reach into local communities and around the world.

Our training workshops develop young people's skills so that they can have a say and be heard, while our consultation services tap into the views and opinions of young people across the UK.

Online:

Our free online resource centre (www.byc.org.uk/resources) is packed with information and briefings to help with the running of your local youth council. We have tips on how to run meetings effectively, different roles that young people can take at meetings, how to campaign effectively and make a difference. There are also resources covering fundraising, campaigning and managing the media.

In person:

We run a range of events throughout the year to support local youth councils, from delivering training courses right the way through to our annual Conventions which bring youth councillors from different areas together. To find out what is going on and where, check out our online events listings.

We also provide in-house training for local youth councils. Have a look at the training pages of our website (www.byc.org.uk/training) for the latest training offerings. And if none of these do what you need, we do offer bespoke sessions tailored to your needs.

On the phone:

Whether you're establishing a local youth council or looking to develop an existing group, we offer support and advice to people looking to set up a local youth council. Give us a call on 0845 458 1489 or email: lyc@byc.org.uk.

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To find out more, please contact BYC:

E: mail@byc.org.uk

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YOUNG PEOPLE

ABOUT

Young people are the future of our communities and, supporting their development and livelihood is paramount to the growth of local (parish and town) councils.

NALC wants to encourage more young people to become councillors and make a change in their community. Please have a look at our [#MakeAChange campaign \(/our-work/local-elections\)](#) to find out more.

By providing access to spaces, services, and information, local councils can help improve the lives of millions of young people across England. By highlighting the multitude of ways local councils can support the development of young people, NALC hopes to increase awareness of the issues facing young people and bring about positive change for young people in local communities.

YOUNG PEOPLE CASE STUDIES

The *Young people case studies* are for local (parish and town) councils and county associations to use as an example of work carried out in their communities. These are all examples of best practices and demonstrate actions to support young people locally.

The publication is divided into several topics: consulting young people, curating green spaces, funding youth groups, playgrounds and skate parks, running and supporting fitness and activity sessions, working with stakeholders, young councillors, youth councils, and youth clubs and youth services. Designed to incorporate all areas in which local councils can support young people.

Read the *Young people case studies* publication (</library/our-work/young-people/3626-young-people-case-studies>)

RESOURCES

Awards and accreditations:

- [BYC Youth Voice Award \(https://www.byc.org.uk/awards/accredited-awards/youth-voice-award\)](https://www.byc.org.uk/awards/accredited-awards/youth-voice-award)
- [BYC Local Councillor Shadowing Award \(https://www.byc.org.uk/awards/accredited-awards/local-councillor-shadowing-award\)](https://www.byc.org.uk/awards/accredited-awards/local-councillor-shadowing-award)

Consulting young people:

- [Princes Countryside Fund – report recommendation on engaging young people in community decisions \(https://www.princescountrysidefund.org.uk/wp-content/uploads/2021/06/recharging-rural-full-report-final.pdf\)](https://www.princescountrysidefund.org.uk/wp-content/uploads/2021/06/recharging-rural-full-report-final.pdf)
- [LGA Report for councillors on engaging young people in decision making \(https://www.local.gov.uk/sites/default/files/documents/engaging-young-people-e22.pdf\)](https://www.local.gov.uk/sites/default/files/documents/engaging-young-people-e22.pdf)

Curating green spaces:

- [Future proof parks. campaign engaging almost 900 young people led by NYA with Fields in Trust \(https://nya.org.uk/skills/live-programmes/future-proof-parks/\)](https://nya.org.uk/skills/live-programmes/future-proof-parks/)

Funding youth groups:

- [Section 137 of the Local Government Act 1972 \(https://www.legislation.gov.uk/ukpga/1972/70/section/137\)](https://www.legislation.gov.uk/ukpga/1972/70/section/137)

NALC:

- [NALC National Network: young people \(/our-work/nalc-national-networks\)](/our-work/nalc-national-networks)
- [Star Council Awards: Young Councillor of the Year \(/our-work/star-council-awards#young-councillor-of-the-year-sponsored-by-dck-accounting-solutions\)](/our-work/star-council-awards#young-councillor-of-the-year-sponsored-by-dck-accounting-solutions)
- [Free recording of NALC's How to get young people involved in local councils online event \(https://us06web.zoom.us/rec/play/7Z8tXz9Hobq7cwD46a73uUORTaqdVR426Tx2fkIGMNsTuzfn26o8I0YYm_0OYRUzWiOz4u_WiEUg6mh.LaJWm5EocjqFvAQ0?continueMode=true&_x_zm_rtaid=m-4t2-_UThGacg-Rd4JD2w.1638368208483.aa4fb468a10758b0bc59ae425d4fba2f&_x_zm_rtaid=191\)](https://us06web.zoom.us/rec/play/7Z8tXz9Hobq7cwD46a73uUORTaqdVR426Tx2fkIGMNsTuzfn26o8I0YYm_0OYRUzWiOz4u_WiEUg6mh.LaJWm5EocjqFvAQ0?continueMode=true&_x_zm_rtaid=m-4t2-_UThGacg-Rd4JD2w.1638368208483.aa4fb468a10758b0bc59ae425d4fba2f&_x_zm_rtaid=191)
- [Points of Light – Young people case studies \(/library/our-work/young-people/3664-points-of-light-young-people\)](/library/our-work/young-people/3664-points-of-light-young-people)

Playgrounds and skate parks:

- [The Playground Company \(https://www.theplaygroundcompany.co.uk/\)](https://www.theplaygroundcompany.co.uk/)
- [The Children's Playground \(https://www.thechildrensplayground.com/\)](https://www.thechildrensplayground.com/)
- [Open Indoor Skate Park \(https://smallbusiness.chron.com/open-indoor-skate-park-13957.html\)](https://smallbusiness.chron.com/open-indoor-skate-park-13957.html)

Running and supporting fitness and activity sessions:

- [Youth Sport Trust \(https://www.youthsporttrust.org/\)](https://www.youthsporttrust.org/)
- [Sport England \(https://www.sportengland.org/campaigns-and-our-work/children-and-young-people\)](https://www.sportengland.org/campaigns-and-our-work/children-and-young-people)

- **Spoted** (<https://spoted.org.uk/>)

Youth councils:

- **British Youth Council** (<https://www.byc.org.uk/>) offers guidance on **setting up** ([/library/our-work/young-people/3650-guide-to-setting-up-a-youth-council-byc](#)) and **running** ([/library/our-work/young-people/3651-running-an-effective-youth-council-byc](#)) youth councils
- **Youth Politics UK** (<https://youthpolitics.org.uk/>)

Youth clubs and youth services:

- **UK Youth** (<https://www.ukyouth.org/>)
- **Scouts** (<https://www.scouts.org.uk/>)
- **National Youth Agency** (<https://www.nya.org.uk/>)
- **iWill** (<https://www.iwill.org.uk/>)
- **My Life My Say** (<https://linktr.ee/mylifemysay>)
- **Children's Commissioner** (<https://www.childrenscommissioner.gov.uk/>)
- **Prince's Trust** (<https://www.princes-trust.org.uk/>)
- **Young Citizens UK** (<https://www.youngcitizens.org/>)
- **LGA — Bright Futures** (<https://www.local.gov.uk/about/campaigns/bright-futures/bright-futures-childrens-services>)
(<https://twitter.com/NALC>) (<https://www.facebook.com/NationalAssociationOfLocalCouncils>) (<http://instagram.com/nalc109>)
(<https://www.youtube.com/user/nalc109>)

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Personnel and Administration Committee 4th December 2023

Report author: Janet Wheeler



To confirm the opening hours for the DTC offices and the Civic Hall over Christmas and New year

The Town Council and the Civic Hall traditionally close over the festive period.

The DTC offices are not particularly busy over the festive period so this is a good opportunity for the premises to close and for the staff to have a proper festive break. Please remember that we are not just nine to five – many of us work late nights; weekend and Sundays.

The Office and Civic Hall will therefore close from midday Friday 22nd December 2023 and re-open on Tuesday 2nd January 2024.

There is sometimes a request for a burial whilst family members are together between Christmas and the new year – such requests are dealt with on an individual basis and dependant on staff availability.

The Outside team will carry out essential tasks such as opening the gates at Edmonds Park and emptying litter bins. Emergency numbers will be taken connected to two staff mobile phones – probably Mike and Stuart.

The staff will be having their Christmas Brunch on the morning of 22nd December – which is a DTC tradition rather than a Christmas party.

Attached the Christmas events that are being run to raise money for the Mayor's charities and to entertain the Didcot residents this year.

Janet Wheeler
Town Clerk



KIDS
Christmas
PARTY

Saturday 2nd December 2023

4pm to 8pm

Under 12s Christmas Disco
at Didcot Civic Hall.

There will be Christmas music, tuck shop,
party games and a raffle.

To join in please sign up at the link on our
website and bring a donation for Didcot
Food Bank and Felix Fun along on the
day.

****A parent or guardian must be present
throughout the event**





Father Christmas

At Didcot Civic Hall

Saturday 2nd December
Slots from 330pm to 630pm

If you would like to sign up to meet Father Christmas please email events@didcot.gov.uk for more information.



£5 per child which includes a gift kindly provided by Hachette



Spaces are limited and can only be confirmed once a payment has been received and a team member has sent a confirmation email.

Didcot Town Council's

FESTIVE 5K FUN RUN

Saturday 23rd December
Ladygrove Park at 9am



Didcot Town Council have partnered with Park Run to organise a charity 5K Festive Fun Run

Everyone who signs up with us will receive a medal, a certificate, and a Santa suit. You can still freely take part in the park run without signing up to our charity run

**Entry Prices: Adults £10, Under 15's £5
Visit the Didcot Town Council website, or pop in to the Didcot Civic Hall to book**

This event is sponsored by
Bloor Homes

BLOOR HOMES



As part of this year's fundraising
for the Mayor's chosen charities:

**Felix Fund - The Bomb Disposal Charity
and Didcot Emergency Food Bank**

FELIX FUND

THE BOMB DISPOSAL CHARITY

*Didcot Emergency
Food
Bank*



ITEM 9

Self-guided trail apps

at-creative.co.uk

www.at-creative.co.uk



Transform your paper trails into multimedia visitor experiences

AT Creative specialise in helping town and parish councils create engaging, interactive and accessible self-guided trails.

Showcase notable (and less notable) buildings, parks, places and people with the tried, tested and trusted **Places and Trails™** app platform.

We'll build your own location-aware app to deliver easy-to-follow walking, cycling or vehicular tours. You'll have full control over the content in your customised app.

Discuss project ideas with Dan Boys on **07800 799561** or **dan@at-creative.co.uk**.

Scan to explore our case studies



ITEM 10 - PERSONNEL AND ADMINISTRATION COMMITTEE – PROGRESS REPORT

Meeting/minute	Item/topic	Up-date/status	Review date/meeting
Data Protection Policy	Policy and Data Breach procedure to be reviewed	Town Clerk to receive some training in order to become the Data Protection Officer	Training completed. Essential to roll out to office staff. Review of policies required. <i>No further progress due to work load for all office staff.</i>
Min 20 July 2023	Long Service awards	Funded proposal	Quote awaited for badge – Town Clerk to chase.
Min 33 – October 2023	Speak to Didcot stakeholders re working with youth	To be progressed	February 2023 meeting
Min 37 – October 2023	Employee Handbook full review	HR consultant to progress in new year	February 2024 meeting
Min 37 – October	Review of all employment policies to ensure they complement the handbook	DTC to progress as the employee handbook review is completed	Feb or April 2024 meeting