

## Didcot Town Council

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### **Personnel and Administration Committee** Monday 8<sup>th</sup> April 2024 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  
H Macdonald  
G Ryall

#### **Officers:**

Mrs J Wheeler (Town Clerk)

#### **62. Apologies**

No apologies – every one was present.

#### **63. Declarations of interest**

None declared.

#### **64. To approve the minutes of the meeting held on 5<sup>th</sup> February 2024**

It was proposed by Cllr G Ryall and seconded by Cllr J Loder and RESOLVED to approve the minutes as a true record. The vote was unanimous.

#### **65. Questions on the Minutes**

There were no questions.

#### **66. To approve the revisions on the Discretionary Pension Policy**

The Committee reviewed the Policy and the changes made at the last review. There were some suggestions regarding minor amendments to punctuation and consistency. The Committee up-held the decision to cover injuries at work under the insurance policy rather than an additional injury award scheme. The Committee requested a form of standard wording throughout the Discretionary Policy such as:

*Didcot Town Council WILL NOT normally grant (-----). Any request detailing wholly exceptional circumstances may be sent to the Personnel & Administration Committee but Didcot Town Council reserves the right to refuse. In the event of an individual recommendation – ratification at full Council is always required.*

It was proposed by Cllr H Macdonald and seconded by Cllr J Loder and RESOLVED to RECOMMEND this amended Policy to full Council.

**67. To approve the project manager training quote**

It was proposed by Cllr G Ryall and seconded by Cllr D Macdonald to delegate the training content to the Town Clerk at a capped cost of £900.

**68. To note the changes to employment law from April 2024**

The Committee were up-dated as to the latest changes relating to:

- Flexible working requests
- Carers Leave entitlements
- Paternity Leave
- Holiday Pay

The staff would be consulted and made aware of these changes.

**69. To consider any activities to mark the 80<sup>th</sup> Anniversary of D Day**

The Committee noted that events had already been planned locally. After some debate it was RESOLVED to raise a flag on the day at the Civic Hall and to commemorate the occasion with a special tree with flame red foliage to be planted as the centre piece of the new flower beds at the new Edmonds Park Pavilion.

**70. Progress report**

The Committee reviewed the progress report. It was noted that a motion on setting up a working party to progress the youth council was due to go to the next full Council meeting.

**71. 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.

**72. To receive a Staffing Report**

The Town Clerk up-dated the Committee on the new employees and how well they have settled into their roles. The Committee gave permission for the two line managers to carry out an appraisal with a view to making the staff permanent.

The Committee were made aware of two projects which could have an impact on future staff availability: The operation of the Splash park and the likely approval of carrying out a Neighbourhood Plan for Didcot.

Job descriptions were noted and discussions with those staff will be carried out by the line manager. The staff organisation chart was noted.

It was AGREED that the “health check” for community liaison and communications could be a useful exercise and was free to SLCC members.

The recent visit to the Outdoor Services Depot from the Health & Safety Executive was unannounced. The visit went very well and the outdoor team received some good feedback. There were no issues which required a further visit but a few actions for the Estate Manager.

The meeting closed at approximately 8.50pm.

Signed \_\_\_\_\_ Chair      Date \_\_\_\_\_