

Notice of a meeting of the

**Personnel and Administration Committee**

9<sup>th</sup> December 2024 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](mailto:jwheeler@didcot.gov.uk)

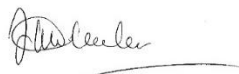
# Agenda

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 elect a new member of the Personnel & Administration Committee
4. To elect a new Chair of the Personnel & Administration Committee
5. To approve the minutes of the meeting held on 7<sup>th</sup> October 2024 as a true record – *see minutes attached*
6. Questions on the minutes as to the progress of any items.
7. Progress Report – *see attached*

## 8. 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

9. To receive a staffing report on salaries and increments for 25-26 financial year – *see confidential report attached.*



*L Blake*

**Janet Wheeler**  
**Town Clerk**  
3<sup>rd</sup> December 2024

**Lucy Blake**  
**Deputy Town Clerk**  
3<sup>rd</sup> December 2024

### Voting Committee members:

Cllr J Loder (Deputy Chair)      Cllr H Macdonald      Cllr D Macdonald  
Cllr G Ryall      Cllr K Morrison (Leader)

### Nominated substitute Committee members:

Cllr T Worgan      Cllr O Glover      Cllr L Hislop  
Cllr D Guerra Aragao      Cllr M Khan

## Didcot Town Council

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### **Personnel and Administration Committee** Monday 7<sup>th</sup> October 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**

J Loder ( Deputy Chair)  
D Macdonald  
H Macdonald  
G Ryall  
T Worgan (sub for Cllr Jennings)

#### **Officers:**

Mrs J Wheeler (Town Clerk)

#### **Present:**

Cllr K Morrison (Deputy Leader)

It was noted that Cllr Chris Jennings has resigned as Chair of the Personnel and Administration Committee. Cllr Jim Loder took the Chair.

#### **29. Apologies**

There were no apologies from current members. Cllr T Worgan was a substitute for Cllr C Jennings.

An additional Committee member will be approved at the next full Council meeting on 4<sup>th</sup> November 2024.

#### **30. Declarations of interest**

None declared.

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

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

#### **32. Questions on the Minutes**

There were no questions.

**33. To consider the budget setting process for this Committee and any large items of expenditure which members may wish to include**

The Town Clerk mentioned two areas of Council business which may require more budget: operation of the splash pad if this facility is to remain in-house and administrative support for the Neighbourhood Plan. Security in some of our buildings is also an increasing risk and the Council has a duty of care not only to hirers but also the DTC staff.

Cllr H Macdonald spoke of the need for commercial advertising of our properties – something which was being discussed at the Property and Facilities Committee. The Town Clerk confirmed that detailed budget information on the staff salaries for 25/26 year will come to the December meeting. It is hoped to table these figures at the November meeting of F&GP – however this is dependent on the NJC pay award back-dated to April 2024 being finalised.

**34. To review the draft social media policy**

This policy was discussed and Cllr H Macdonald again spoke of the Property and Facilities Committee where a more comprehensive and targeted advertising strategy was being worked on. The Town Clerk reminded members that the direction of each building in relation to a targeted advertising strategy needs to be made clear from the Councillors. Officers can then come up with promotional ideas and campaigns for members to consider. Cllr G Ryall felt that the list of social media addresses was comprehensive and the twitter could be removed as the least used.

It was proposed by Cllr G Ryall and seconded by Cllr T Worgan and RESOLVED to RECOMMEND to full Council for adoption of this policy. The vote was unanimous.

**35. To review the new legislation requiring employers to actively prevent sexual harassment at work**

The Deputy Town Clerk had up-dated the existing DTC Dignity at Work Policy with new measures from The Worker Protection (Amendment of Equality Act 2010) Act 2023 which is due to become law in October 2024. Staff training has already started and training for Councillors will also need to follow. The Town Clerk mentioned the Civility and Respect training which this Council has yet to undertake. Cllr G Ryall said that it was good to see the Council re-acting to new legislation so quickly. He suggested that this policy is part of the Employee Pack.

It was proposed by Cllr J Loder and seconded by Cllr G Ryall and RESOLVED to RECOMMEND this policy to full Council. The vote was unanimous.

**36. To approve a new date for the next meeting of the Personnel and Administration Committee**

The Town Clerk explained that she was unable to clerk the scheduled meeting on 2<sup>nd</sup> December 2024. It was proposed by Cllr J Loder and seconded by Cllr D Macdonald to move the meeting back by one week to Monday 9<sup>th</sup> December 2024.

It was RESOLVED to RECOMMEND this new date to full Council. The vote was unanimous. Cllr G Ryall will be unable to make the new date but will seek a substitute for this meeting.

**37. To consider activities to mark the 80<sup>th</sup> anniversary of VE Day**

The Town Clerk circulated a report which proposed a number of activities from Thursday 8<sup>th</sup> May to Friday 9<sup>th</sup> May 2025 including:

**Thursday 8<sup>th</sup> May at 9.00am** – raising of the special VE Day flag by the Mayor of Didcot – followed by an unveiling of the new badge on the war memorial. The Vicar to be invited to say a prayer for all those who gave their lives or suffered life-changing injuries.

**Thursday 8<sup>th</sup> May – time to be confirmed** – a special session with Age UK to commemorate VE Day – traditional afternoon tea with war time songs and flags

**Friday 9<sup>th</sup> May 2025 – evening event** with the Sound Force Big Band – two 45 minute sets of 40s,50s and 60s music – dressed in uniforms and ending with more flag waving! Tables to be priced around £10 a head to include a drink and snacks; seats only at £5 per head; Fish and Chip van outside at additional cost (Winston Churchill did not ration fish and chips during the war). Raffle to raise money for the Mayor's charities and also the Royal British Legion.

**Throughout the week**, possible war bunker or display in the Civic Hall for photo opportunities. Possible display of Didcot in the war if possible to get enough material.

The Committee were keen to move forward with these plans and Cllr D Macdonald gave the Town Clerk details of The Redline Home Guard group who may be able to add to the event.

### **38. To approve the Christmas opening hours**

It was proposed by Cllr J Loder and seconded by Cllr G Ryall and **RESOLVED** to approve the following opening hours:

- DTC Offices officially close at 4pm on Friday 20<sup>th</sup> December and re-open on 2<sup>nd</sup> January 2025.
- Office staff will be available with a rota of re-directed phone numbers to pick up any urgent calls.
- Senior staff – the Town Clerk; Deputy Town Clerk; Outside Services Manager and the Estate Manager to scan their emails once or twice over this period for any urgent matters.
- Outside team will run a holiday rota to keep bins clear and some litter picking over this period.
- The Santa Fun Run will go ahead on Saturday 21<sup>st</sup> December as planned.
- Other DTC buildings may have a couple or regular bookings as required.

The Committee voted unanimously to approve these arrangements.

### **39. Progress report**

The Committee reviewed the progress report. It was noted that a meeting would be held to progress the Youth Council. The need for a Councillor training session with OALC was also noted.

### **40. 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.

**41. To receive a Staffing Report**

The Town Clerk presented the staff report which gave details of two new members of staff – one for the outdoor team and another in the office; more issues with security at our events; and a raft of new workers’ rights which will give the Town Council additional work as an employer.

It was proposed by Cllr J Loder and seconded by Cllr G Ryall and RESOLVED to pay a call out fee for staff responding to the need for security cover. The fee would be the same as the splash pad cover - £80 for the first two hours and £30 per hour for each hour.

All members AGREED.

The meeting closed at 8.30pm.

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

**ITEM 7 - PERSONNEL AND ADMINISTRATION COMMITTEE – PROGRESS REPORT**

<b>Meeting/minute</b>	<b>Item/topic</b>	<b>Up-date/status</b>	<b>Review date/meeting</b>
Min 37 – October	Review of all employment policies to ensure they complement the handbook	DTC to progress as the employee handbook review is completed	On-going
Min 44 – December	Setting up a Youth Council	Steering group to be set up	Not sure of what progress has been made with this project.
Min 72 – April	Community Liaison and communications improvement	Contact to Breakthrough Communications company to carry out a free “health check”	Company to be approached and health check booked – outstanding item
Min 9 – long service recognition awards	Report approved	Awaiting order to be placed for long service medals – vouchers to be purchased.	In progress now – should be delivered before Christmas
Min 13 – Councillor training with OALC	Delayed by the election	Time and day to be approved – suggest after August	Date needs to be agreed and members must attend – agenda to be agreed between Town Clerk and Leader
Min 33 - Security	Quotes gathered but need analysis. Budget indicates financial restrictions	Item potentially to go to December or January F&GP. Staff making changes in-house to improve the protection.	
Min 35 – Civility & Respect pledge	Item to be progressed in 2025		
Min 37 – VE Day event	Vintage fish and chip van now booked in addition to the Big Soundforce Band.	Redline Re-enactment group to be contacted	