

Notice of a meeting of the

Personnel and Administration Committee

3rd April 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. **Please do not attend if you feel in any way unwell.**

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

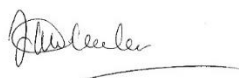
Agenda

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 6th February 2023 as a true record – *see minutes attached*
4. Questions on the minutes as to the progress of any item
5. To review the Driving Policy – *see attached papers*
6. To review the draft policy on alcohol and substance abuse – *see attached papers.*
7. To review the proposal for automated subscriptions for agendas and minutes – *see attached report.*
8. 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

9. To review a proposed appointment of a Deputy Town Clerk – *see attached report.*
10. To receive a verbal staffing report – *verbal up-date from the Town Clerk*



Janet Wheeler
Town Clerk
28th March 2023

Voting Committee members:

Cllr M Khan (Chair)
Cllr D Macdonald (Deputy Chair)
Cllr A Dearlove
Cllr A Hudson
Cllr D Chandran

Nominated substitute Committee members:

Cllr A Thompson
Cllr J Moody

Cllr E Hards
Vacant Liberal Democrat seat

Didcot Town Council

Personnel and Administration Committee Monday 6th February 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

M Khan (Chair)
D Chandran
A Hudson
D Macdonald (Deputy Chair)

Officers:

Mrs J Wheeler (Town Clerk)

50. Apologies

Apologies were received from Cllr A Dearlove.

51. Declarations of interest

None declared.

52. To approve the minutes of the meeting held on 10th October 2022

It was proposed by Cllr M Khan and seconded by Cllr A Hudson and RESOLVED to approve the minutes as a true record. The vote was unanimous. There were no amendments.

53. Questions on the Minutes

There were no questions.

54. To review a revised Absence Policy

The draft Policy had been seen by the HR adviser and comments were shown in red in the draft. It was agreed to clarify the wording on self-declaration of illness in that the staff member must telephone in every day and report to either the Town Clerk or the line manager. It was proposed by Cllr M Khan and seconded by Cllr D Macdonald and RESOLVED to RECOMMEND this policy to full Council. The vote was unanimous.

55. To review the draft Driving Policy

The Town Clerk had only recently received extensive comments from the HR adviser. It was AGREED to defer this policy until the next meeting.

56. To receive an up-date on the progress of the Outdoor team

Since the last Outdoor Services Manager left his position, the interim OSM has been working with the office staff to not only manage the outdoor work but also to bring about major improvements in terms of the health & safety and risk assessments that should have been carried out.

The report details the practical outdoor work that has been completed with relatively few staff. The report also details the paperwork side of the outdoor work in terms of risk assessments; method statements; tool box talks and training since the beginning of December. There is still some way to go but it was felt that the outdoor team were in a much better space than previous years.

It was proposed by Cllr M Khan and seconded by Cllr A Hudson and RESOLVED to note the report. The Committee also wanted to minute their appreciation to all the staff who have been working on this project.

57. Progress report

The items on the progress report were discussed. A specification is needed for an employee benefit relating to mental health counselling. The Town Clerk is due to complete some training in order to become the Data Protection Officer. Ongoing items to be added were: Review of the outdoor services depot in terms of h&s and the interim OSM. Possible agenda item to consider a new position as Deputy Town Clerk and the Driving Policy which has been deferred to the April meeting.

58. 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.

59. To review the economies of having an in-house outdoor team compared to contracting out the work

The Town Clerk prepared a report with comments from other Town Clerks on the pros and cons of having an in-house outdoor services team compared to contracting out. One Council had disbanded their outside team a few years ago and were now in the process of recruiting to build up a new outdoor team in-house. Another Council contracted out all their work from the start when the facilities were devolved over to the Town Council. They commented that their workload was now different as they needed skills in writing very exact specifications and then contract monitoring the work.

After discussion it was AGREED to ask for an up-dated report on both scenarios with figures. This would be reviewed at the April meeting. The Committee felt that this was a decision for the next Council but their preference was to retain the in-house team.

60. To receive an up-date on the interim Outdoor Services Manager

The Town Clerk presented a report on the work that had taken place which was further illustrated by the report in agenda item 7. The Leader asked the Town Clerk to minute congratulations to the interim Outdoor Services Manager. The Committee felt that morale was better and things were getting done.

It was AGREED to extend this interim three month position until the permanent OSM role could be advertised and interviews held. It was hoped that a permanent appointment could be made before the growing season is upon us. Leadership and management training would be made available for this appointment.

61. To review the Staffing Report

The new job description and advertisement for the Outdoor Services Manager was approved by Committee. It was proposed by Cllr M Khan and seconded by Cllr D Macdonald and RESOLVED to RECOMMEND that the position would be advertised in the following range: SCP 26 £32,909 to SCP 37 £43,516. The vote was unanimous.

The office work for this position would be completed in the short term by the Planning & Environment Officer with help from the Planning & Allotments Officer. The OSM reports would be completed as normal by the Manager along with additional reports as needed.

It was proposed by Cllr M Khan and seconded by Cllr A Hudson and RESOLVED to advertise to fill additional grounds people positions. One of these positions could be a seasonal role for the summer depending on the calibre of the applicants. It was AGREED to delegate the interviewing and appointment of these positions to the Town Clerk and her officers. The idea of employing a mental health specialist with therapy skills would not be progressed and the grounds people would follow the same job description as the rest of the team.

It was proposed by Cllr M Khan and seconded by Cllr D Chandran and RESOLVED to advertise a new Team Leader position to cover the Willowbrook Leisure Centre and other DTC buildings.

Fleet Meadow Community Hall Trust

From the beginning of February, DTC staff have taken over the day to day management of the Fleet Meadow Community Hall. There has already been an impact in terms of staff time covering four members of staff. The time will be charged to the Trust at the usual hourly rates but there may be the need to employ someone to help manage the accounts and to clerk the meetings. The bookings work will also need to be reviewed but DTC staff are coping at the moment. Fleet Meadow is a busy hall with very little free space.

It was AGREED to monitor this by adding Fleet Meadow to the progress report.

Ian MacFadyen

It was proposed by Cllr M Khan and seconded by Cllr A Hudson and RESOLVED to make Ian MacFadyen a permanent member of the outdoor services team.

The meeting closed at 21.05pm

Signed _____ Chair Date _____

Didcot Town Council



Driving Council Vehicles Policy V1

To be reviewed by the Personnel & Administration Committee on 6th April 2023

Ratified by Full Council on 10th May 2023

Next review date:

Introduction

Didcot Town Council has a duty of care to ensure that its staff are able, safe, and qualified to drive. There is also a requirement to ensure that we meet our insurer's requirements.

1. Driving Standards

Drivers will remain responsible for their own safety and the safety of others and must comply with the Highway Code and Road Traffic Act. Drivers must also:

- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users.
- Take regular rest breaks every 2-3 hours of constant driving or at first signs of tiredness.
- Always remain in control of the vehicle.
- Not smoke/vape or use an E cigarette in or on a Council vehicle.
- Only use hands-free electronic devices e.g., mobile phone, satellite navigation, mp3 player, when safely set up to do so i.e., using an appropriate hands-free device. See also Mobile Phone Procedures – Users.
- The use of personal music devices (headphones/radio headphones) is prohibited whilst driving Council vehicles.
- Follow all safety instructions in the unlikely event of taking a council vehicle on board a train, or other vehicle-carrying craft, including parking, and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway.
- Drive at an appropriate speed and ensure all due care and consideration is given to park users, members of the public and other staff members whilst driving off road, in open spaces or on public highways.
- Vehicles should be parked in a courteous manner that does not adversely affect park users. Where reasonably possible, vehicles should be parked off footways or other access areas, and where not possible reasonable provision should be made to allow through fair.
- Driving under the influence of alcohol or drugs is strictly prohibited and will be considered as gross misconduct.
- You are expected to drive in a safe, courteous manner at all times. If you are considered to be acting carelessly or recklessly in your use of the vehicle, you may be subjected to disciplinary action. This may result in the withdrawal of authorisation to drive a Council vehicle and if you are deemed to have been driving recklessly, dismissal for gross misconduct.
- The Council does not take any responsibility for personal items within Council vehicles.
- Council vehicles may not be used for any purpose other than that which has been previously authorised.

2. Vehicle Checks

Employees are required to ensure that their vehicle is safe to use so before any Council vehicle is used, the pre use check sheet should be completed. This will include the checking of the following, plus vehicle specific items:

- Oil, coolant, and brake fluid levels
- Power steering fluid level
- Screen washer fluid level
- Wiper condition and operation
- Windscreen condition and cleanliness
- Tyre pressure, tread depth and general condition
- lights are in full working order
- Seatbelts
- Bodywork

You are responsible for the vehicle whilst it is in your care. The vehicle must be kept clean and tidy, and in a road-worthy condition at all times. Any defects should be reported to your immediate Manager.

You must ensure that maintenance checks are carried out in line with the manufacturer's recommendations and are required to present the vehicle for servicing at a recognised dealer when the regular service falls due. The Employer will reimburse all costs incurred that relate to the routine maintenance of the vehicle.

3. Drugs and Alcohol

Driving under the influence of alcohol or drugs (whether prescribed (listed side effect not to drive) or illegal substances) is against the law. Drugs and alcohol can both seriously impair your ability to drive, and the effects may last for a number of hours (or days). There is no safe limit of alcohol and drugs as their effects can be dependent on a number of factors:

- Weight
- Sex
- Age
- Metabolism
- Amount of food consumed
- Amount and type of alcohol/drugs consumed

Before driving, employees must ensure they are fit to drive and are not under the influence of alcohol or drugs that may affect their performance. (It is the employee's responsibility to check with their pharmacist/GP for the effects of any prescribed or over the counter drugs).

If driving for Council business this should be in accordance with the Council policy. Consumption of alcohol whilst driving is prohibited both during Council time and whilst driving a Council vehicle. The possession, use or distribution of drugs / substances for non-medical purposes is strictly forbidden and can result in disciplinary action and where required will be reported to the police.

The Council reserves the right to carry out random drug and alcohol testing of its employees. You may also be requested to provide samples for drug and alcohol testing when an incident has occurred.

4. Licence checks

Council vehicles may only be driven by authorised drivers who must hold and be able to show proof of a full driving licence. If you are an authorised driver, you must produce your driving licence for inspection on request. The licence must be provided within two working days of the request being made other than in exceptional circumstances. A copy of your driving licence will be held in your personnel file.

The Council has a duty of care to ensure that all its drivers have the relevant qualifications to drive its vehicles. The guidance required from the insurers is that all drivers have less than 6 points on their licence, if above 6 points they will need approval from the insurers and an individual risk assessment.

To comply with this all individuals that drive or could drive Council vehicles will need to carry out a DVLA check and raise an access code for the Council to verify. The details will only be kept if there is a need under the insurance requirements.

If there are any changes to your licence, medical conditions or ability to drive, you are required to notify the Town Clerk immediately upon becoming aware of them.

The Council will carry out these checks annually.

5. Reporting of incidents and Accidents

It is the responsibility of the driver to report any incident, accident, or damage to the vehicle and/or property. This should be done as soon as possible.

All accidents must be reported to your immediate Manager as soon as possible and at least within 24 hours, even if there appears to be no consequence. You will then be expected to complete an accident report and co-operate with any resulting investigation.

If there is a major accident or injury, the employee should call the office immediately, after calling the emergency services, so support can be sent.

All incidents should be reported by the driver on the incident report form. Failure to, or falsification of a report is considered Gross Misconduct and will be treated as such.

If you are involved in a road traffic accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and address, the name and address of the keeper of the vehicle, the registration number of the vehicle and the name of the insurance Company, to any person having reasonable ground to require such information. It is important that you give no further information.

6. Driving Offences

The individual driving is responsible for any driving offence, tickets, fines, and points received whilst driving a Council vehicle (other than in exceptional circumstances). If stopped whilst driving this should be reported immediately to the Town Clerk.

The Council must be informed in writing immediately if you are an authorised driver and prosecuted for any road traffic offences or if your driving licence is endorsed or you are disqualified from driving.

If you get any personal points or endorsements on your licence this should also be reported to the Council as soon as you have been made aware of this, as it may require a notification to the insurance company.

Should you be disqualified from driving for any reason and driving forms an essential part of your job, the Council cannot guarantee to find you alternative employment and may dismiss you.

7. Using Personal Vehicles

Council vehicles can only be used for business use as well as commuting to and from home to site.

Council employees should only use Council vehicles for Council work unless there is an agreement to make use of personal vehicles (such as those staff with essential vehicle user allowances).

There may be circumstances where you may want to use your own personal vehicle. In such instances the Council will require you to prove that your vehicle is insured for business use (a copy of the insurance documents will be required) and the Council will also need to be provided with proof that the vehicle has a valid MOT (to ensure it has been legally classed as safe to drive). This applies to essential vehicle users as well.

Travel expenses must be claimed on a weekly basis and supported with relevant invoices / receipts. Failure to provide appropriate evidence within the required deadline may result in expenses not being paid.

8. Mobile Phone Procedures - Users

Do not make a call, receive a call, send or look at a text message whilst driving a vehicle or operating any mechanical device.

Do not make or accept any telephone calls whilst driving (even when on hands-free).

Do find a safe place to pull over and switch off your car engine if you wish to make or receive a call, pick up messages or read and/or respond to text messages.

Do switch your phone off in sensitive areas or areas where you are asked to do so, i.e., hospitals, communications rooms etc.

Do not leave your mobile phone in any vehicle overnight.

9. Procedure Review Strategy

This policy should be reviewed after any legislative change, incident, or every 2 years.

Next review date: January 2024

DRAFT

Policy and Procedure Sign Off

Driving Council Vehicles Policy

I understand the information in this document, and I can carry out the instructions provided. I am aware that if I am unsure about how to carry out the activities in this document, I can ask a senior member of the team for support.

Name: _____

DATE: _____

Signed: _____

DRAFT

DRAFT FROM THE HR CONSULTANT

DRUG & ALCOHOL ABUSE POLICY

Introduction

The Council recognises that alcohol and drug abuse-related problems are an area of health and social concern. It also recognises that a member of staff with such problems needs help and support from his/her Employer. The Council recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. The Council has a responsibility to its Employees to ensure that this risk is minimised. Accordingly, Council policy involves two approaches:

1. Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem; and
2. Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem does not exist, or (2) where treatment is not possible or has not succeeded.

The Council has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy the Council will seek both to assist a member of staff in obtaining such specialist help, and to protect his/her employment.

Assistance For A Member Of Staff

The Council will, where possible, provide the following assistance to a member of staff:

- Helping the member of staff to recognise the nature of the problem, through referral to a qualified diagnostic or counselling service;
- Support during a period of treatment. This may include a period of sick leave or approved other leave, continuation in post or transfer to other work, depending upon what is appropriate in terms of the staff member's condition and needs of the Council,
- The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable, in either the Employee's own post or an alternative post.

The Council's assistance will depend upon the following conditions being met:

- A Council appointed Occupational Health Service provider or Council Approved Doctor diagnoses an alcohol or drug dependency related problem,
- The member of staff recognises that he/she is suffering from an alcohol or drug abuse problem and is prepared to co-operate fully in referral and treatment from appropriate sources.

The Council and its Employees must recognise the following limits to the assistance the Council can provide:

- Where a member of staff fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt with through the Disciplinary Procedure;
- If the process of referral and treatment is completed but is not successful, and failure in work performance or behaviour occurs, these will be dealt with through the Disciplinary Procedure; and

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- A member of staff's continuation in his/her post or an alternative post during or after treatment will depend upon the needs of the Council at that time.

Procedures

The procedures define management responsibilities and provide guidelines on:

- Where assistance to a member of staff should be provided and the nature of and limits to such assistance; and
- The application of the Council's Disciplinary Procedure.

Use of External Agencies by the Council

The Council where it deems appropriate may utilise the services of external agencies such as an Occupational Health Service provider or Approved Doctor, to provide the following:

- Advice and support to the line Manager and Town Clerk:
 - On whether an alcohol or drug related problem exists;
 - Progress in treatment; and
 - Re-establishment or continuation at work of a member of staff or other appropriate arrangements.
- Assistance to members of staff with alcohol or drug abuse related problems.

This does not include directly providing treatment or specialist help, which is the responsibility of GPs, hospitals and other agencies working in the field. The Occupational Health Service provider / Council Approved Doctor, in close liaison with these persons and agencies, will assist staff referred in the following ways:

- Through counselling encourage them to come to a better understanding of their problem and the benefits of seeking treatment or help;
- Providing advice and direction regarding obtaining treatment and specialist help; and
- Assisting in continuing at or achieving a return to work.

Disciplinary Action

In line with the Council's disciplinary rules, the following will be regarded as serious misconduct:

- Attending work and/or carrying out duties under the influence of alcohol or drugs; and
- Consumption of alcohol or drugs whilst on duty (other than where prescribed or approval has been given).

Breach of these rules will normally result in a formal disciplinary investigation into Gross Misconduct, (only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied). Where a breach of these rules occurs, but it is established that an alcohol or drug abuse related problem exists, and the member of staff is willing to co-operate in referral to an appropriate service and subsequent treatment, the Council will suspend application of the Disciplinary Procedure and provide assistance as described above. Staff who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subjected to the application of the Disciplinary Policy.

Situations Where Use Of The Disciplinary Procedure Is Appropriate

Recognition of the existence of a possible alcohol or drug abuse problem

Abuse of alcohol or drugs can affect performance and behaviour at work, i.e. either through

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serious misconduct at work, (where there is a direct and demonstrable breach of the disciplinary rules regarding alcohol or drug abuse at work), or where there is a falling off of standards of work performance or behaviour, and abuse of alcohol or drugs is a possible cause; also by other means, where a member of staff seeks or agrees to accept assistance on a voluntary basis.

The Town Clerk and the line Managers will be responsible for responding to such situations, carrying out either counselling or disciplinary investigations and interviews, supported as appropriate by the Personnel & Administration Committee. In such interviews the possible existence of an alcohol or drug abuse problem should be explored. The line Manager is not required to diagnose the existence of an alcohol or drug abuse problem, merely to assess whether such abuse is a possible factor. Any requirements of the Disciplinary Procedure regarding allowing the member of staff representation will be observed.

Diagnosing the existence of an alcohol or drug abuse problem

Should the interviews lead to the conclusion that an alcohol or drug abuse problem might exist and the member of staff accepts referral, the Town Clerk should refer the matter to Personnel & Administration Committee, who may authorise contacting an Occupational Health Service provider or Council Approved Doctor, who will be responsible for establishing whether or not a diagnosis of alcoholism or drug dependence can be made.

The Employee must accept that attending work under the influence of Drugs and / or Alcohol, following their interview with the Town Clerk and/or line Manager, they potentially render themselves liable for formal disciplinary action for Gross Misconduct.

However under normal circumstances disciplinary action should be suspended until diagnostic advice is obtained. Where appropriate, suspension arrangements in the Disciplinary Procedure should be followed. If the interview fails to lead to the conclusion that an alcohol or drug abuse problem exists, or the member of staff rejects, or fails to co-operate in referral, disciplinary action should be continued, where and as the situation justifies.

Confirmation that an alcohol or drug abuse problem exists and treatment arrangements

If a positive diagnosis of an alcohol or drug abuse problem is made, and the member of staff agrees to co-operate in treatment, treatment arrangements should commence. Where necessary, the Occupational Health Service provider / Council Approved Doctor will advise the member of staff regarding treatment and will be responsible for monitoring progress with treatment and advising the Council. This advice should be available at least monthly following commencement of treatment and thereafter as appropriate. (Disciplinary action should be discontinued unless the member of staff fails to co-operate on the treatment arranged.) Should a diagnosis of alcoholism or drug dependence not be confirmed or should the member of staff refuse to co-operate in treatment, disciplinary action should be continued.

The Occupational Health Service provider / Council Approved Doctor will advise on whether a situation has been reached where there is a lack of progress with treatment or lack of co-operation by the member of staff. The Town Clerk and line managers must review the facts and consider whether or not there needs to be a return to the use of Disciplinary Procedures.

Where medical certificates are submitted, sick leave should be given. Should the Employee continue to be fit for work during the period of treatment, he/she should be permitted to

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continue in his/her post or alternative work unless such an arrangement would have an adverse effect on Council services. In such circumstances, annual or unpaid leave should be approved or, exceptionally, suspension arranged.

If a member of staff has been off work during the period of treatment, before returning to duty, he/she will be seen by the Occupational Health Service provider / Council Approved Doctor who will advise the Council regarding capability for continuation in his/her own post and whether any special supervision or other arrangements are required.

Every effort should be made to comply with the advice provided by the Occupational Health Service provider / Council Approved Doctor. If it is not reasonably practicable to do so, and as a result, the member of staff is not able to resume duty, employment may be terminated on the grounds of incapacity (ill health).

If a member of staff is again involved in disciplinary situations resulting from alcohol or drug abuse related problems, a second referral to the Occupational Health Service provider / Council Approved Doctor and suspension of the disciplinary procedure may be appropriate.

If they advise positively on the possibilities of further treatment or help and the willingness of the member of staff to co-operate, the disciplinary procedure may be suspended again to permit treatment and help to be undertaken. This second referral will not apply if the further disciplinary problems involve serious misconduct. Third and subsequent referrals are not permissible.

Situations where a Disciplinary Situation does not exist

There may be situations where the possible existence of alcohol or drug abuse problems affecting a member of staff comes to the Council's attention, although there is, or has been, no discernible effect on work performance or behaviour. This could arise if a member of staff confides to the line manager or Town Clerk about an alcohol or drug abuse problem, or the managers see a need to approach a member of staff after observing possible "indicators" of an alcohol or drug abuse problem, i.e. an absence pattern or information provided by the member of staff's colleagues etc. In such situations, the Council would wish staff to feel they could seek help from their Employer (in complete confidence) without worry that their job security would be in jeopardy. Accordingly if the line Manager should be faced with a situation of this type they should:

- Counsel the member of staff and, if appropriate, as the Town Clerk to arrange for the member of staff to be interviewed by the Occupational Health Service provider / Council Approved Doctor on the authority of the Council; and
- As in the procedure described above, the Occupational Health Service provider / Council Approved Doctor will play a facilitating role, i.e. seeking to establish whether a problem exists, advising and directing the member of staff towards appropriate forms of treatment and help.

These steps cannot be taken without the co-operation of the member of staff. If the member of staff does not wish to co-operate, no further action should be taken. Should a member of staff take up the opportunity of assistance on this voluntary basis there need be no further formal involvement of Management in terms of action or the right to learn of progress with treatment. It may be however that the member of staff would wish, or agree to, further involvement of Management as a means of assisting progress with treatment.

Use of the disciplinary procedures and/or the application of the approach described above would only be appropriate if subsequently, the member of staff is involved in a breach of disciplinary rules. Should the problems of the member of staff develop to an extent that his/her continuation in post or employment became impossible, it may be necessary to

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identify alternative work or arrange for termination, on the same basis as the Council operates for staff with problems of incapacity due to ill health.

First draft of this new Policy – April 2023

Didcot Town Council

Personnel & Administration Committee

3rd April 2023

By Chelsey Lordan



Email subscriptions and automated agendas and minutes

1. Introduction

A Motion proposed by Cllr Phil Davies and deferred to the P&A Committee is for Didcot Town Council to create an email subscription notification for Agenda & Minutes to encourage public participation in Council business.

2. Background

Currently, Agendas and Minutes are emailed to Councillors and are available to the public on the website. The agendas are also displayed on the Civic Hall noticeboard. Members of the public are able to request agendas and minutes by contacting the Council and the Clerk of the Committee will add them to their own correspondence list.

3. Recommendations

A form can be created on the DTC website and residents could fill this out if they would like to be added to a particular mailing list. For example, they would input their name, email address and the Committee/s they would like to receive the agenda/minutes for.

These details would come through to the office via the Council email inbox and the Clerk of each Committee would then have a list of contacts to send their agendas and minutes to. Most Committee Clerks use a 'group' feature on outlook so anyone that would like to sign up can easily be added to the groups.

The form could be advertised on the website, social media and agenda front pages.

Residents would have the option to email and ask to be taken off the list at any time which would be the responsibility of each Committee Clerk to remove them from the group.

This method would be preferred by officers over an automated system because then officers are able to add more attachments or text to the body of the email when necessary.

4. Legal Implications

GDPR:

All residents would be blind copied into the emails sent out so that their emails are only visible to Didcot Town Council office staff.

Residents are able to email and 'unsubscribe' at any time and officers will delete their email from the mailing group.

When signing up using the form, residents will be required to tick a box to consent to sharing their email address with DTC and consent to receiving emails until they unsubscribe.

Janet Wheeler/Chelsey Lordan
Town Clerk and Events and Communications Officer

ITEM 8 - PERSONNEL AND ADMINISTRATION COMMITTEE – PROGRESS REPORT

Meeting/minute	Item/topic	Up-date/status	Review date/meeting
7 th December 2021 – Minute 40	Allowance for mental health counselling	Invitation to have a meeting with Riverside Counselling to discuss.	Ongoing discussions with Washington House – occupational health specialists.
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	To be reviewed after the training.
Min 48 – review of outside services	Review of H&S work in the Outside team and interim OSM work	Completed work in agenda item 7	Costings have been requested.
Min 49 – possible Deputy Town Clerk	On hold pending the review of the outside team	On hold	Agenda item for April meeting
Minute 44 – draft absence policy	To be sent to the HR Consultant for comment	Revised version with HR comments in yellow	Agenda item