

Notice of a meeting of the

Personnel and Administration Committee

9th October 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

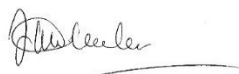
Agenda

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 31st July 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 – see *attached papers*.
6. To consider the budget setting process for this Committee and any large (macro) items that members may wish to include – see *attached paper*.
7. 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

8. To note the final conclusion of an insurance claim – see *attached confidential paper*.
9. To receive a staffing report including an up-date on the recruitment of the Estate Officers and the Horticultural Apprentice – see *attached confidential papers*



Janet Wheeler
Town Clerk
3rd October 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 O Glover Cllr L Hislop
Cllr D Guerra Aragao Cllr M Khan

Didcot Town Council

Personnel and Administration Committee Monday 31st July 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)

15. Apologies

Apologies were received from Cllr H Macdonald.

16. Declarations of interest

None declared.

17. To approve the minutes of the meeting held on 12th June 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.

18. Questions on the Minutes

There were no questions.

19. To review the deferred policy on alcohol and substance abuse

The Committee discussed this deferred policy and agreed that the amended text struck a better balance of showing DTC as a caring and helpful employer whilst not condoning reckless behaviour. It was RESOLVED to RECOMMEND this policy to full Council.

20. To consider the introduction of long service awards

Didcot Town Council aspires to be an employer who recognises and values the loyalty of staff. At present there is no recognition for those who have worked for the Town Council for many years. One employee in particular has been working for the Town Council since 1996 – twenty-seven years!

After some discussion, the Committee agreed that it was appropriate to recognise these milestones. The preference of the Committee was to look at an award of vouchers at ten years; twenty years and thirty years. The sum would start at £100 for ten years; £200 for twenty years and £300 for thirty years.

It was also agreed that a pin badge similar to the past Mayor's badge could also be awarded. It was RESOLVED that a funded proposal be brought to the next meeting of this Committee.

21. To consider a horticultural apprenticeship

Didcot Town Council has successfully offered an apprenticeship to join the outdoor services team. Some of the apprentices have then gone on to be offered a full time permanent role. The Town Council has been approached by Abingdon & Witney College regarding an apprenticeship working as a "Horticultural Operative" at Level 2. This apprenticeship is for a fixed term of 15 months with three months for the End Point Assessment. The course fee is free to the apprentice and has a £6,000 funding band.

The Town Clerk will make enquiries relating to whether the apprenticeship levy is available. It was RESOLVED to RECOMMEND that a proposal for the apprentice opportunity is made to full Council.

22. To review a draft policy for the risk of Needles; sticks and sharps

The Committee reviewed a new Policy designed to recognise, manage and alleviate the risk of needle sticks and sharps injuring the staff as they carry out their work. The Policy covers the procedure to follow in the event of an injury; procedure for removal and the responsibilities of the staff and line managers.

It was RESOLVED to RECOMMEND that this Policy is adopted at full Council.

23. To review a draft policy for Equality and Diversity

The Committee discussed this policy which shows the commitment of Didcot Town Council to treat every person equally. The policy covers the Town Council as an employer but also covers our commitment as a service provider working in the local community. The key areas covered by the policy includes: age; disability; race; sex, gender, marital or civil partnerships status; sexual orientation; pregnancy; maternity and paternity; ex-offenders; religion or belief.

It was RESOLVED to RECOMMEND this policy to full Council. It was also agreed to link this policy to disciplinary procedures and whistle-blowing policies.

24. To approve the Health & Safety Policy Statement

It was proposed by Cllr C Jennings and seconded by Cllr J Loder and RESOLVED to RECOMMEND the Health & Safety Policy to full Council.

25. Progress report

The Town Clerk had completed the training on Policy and Data Breach. The Committee asked for this training to be rolled out to all staff. The use of the outdoor services Depot would be remain under review until the new year.

26. 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.

27. To receive a Staffing Report

The confidential staffing report gave the Councillors an up-date on the recruitment of the Deputy Town Clerk and the new Estates Manager positions. It was agreed to carry out the interviews as soon as possible.

There was an up-date on recruitment for Willowbrook Leisure Centre.

It was **RESOLVED** to offer Sarah Mallett a permanent position as a Gardener having completed her six months probation.

It was **RESOLVED** for the Town Clerk to carry out the three month appraisal and to offer Michael Blake a permanent position as the Outdoor Services Manager.

There was no news on the national pay award for 2023.

An incident at the Ladygrove Lakes was discussed. It was **RESOLVED** that there was no case to answer.

The meeting closed at approximately 8.50pm.

Signed _____ Chair Date _____

DIDCOT TOWN COUNCIL



Annual Leave and TOIL Policy

NB – consultant comments in yellow; Town Clerk up-dates
in red

Reviewed by Personnel and Administration Committee 9th October 2023
To be Ratified by Full Council on 6th November 2023

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 Line 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 NUMBER hours.

TOIL should be taken as soon as possible after the period in which it has been worked, and during the leave year no more than 21 hours equivalent TOIL is to be carried over from any six month period to the next. TOIL will not be carried over from one financial year to another so employees must ensure that the TOIL is taken by the end of March.

Janet Wheeler
Town Clerk
October 2023

Finance and General Purposes Committee

9th October 2023

Report author: Janet Wheeler



Budget - 2024–2025 financial year

Introduction

At this early stage of budget setting for the 2024 – 2025 financial year, it is usual for all standing committees to consider larger items (macro) that they may wish the F&GP Committee to consider. A typical example would be a senior member of staff such as a Deputy Town Clerk – an option which was allowed for in last year’s salary budget – or any other item which comes under the remit of this Committee.

The process

Any items from this meeting will feed into the more detailed budget item to be considered by the F&GP meeting on 20th November. Clearly one of the major budget items is the salaries and this will be fed into the F&GP 20th November meeting but will be reviewed and adjusted at the P&A Committee meeting on 4th December before a final F&GP Committee to agree the budget and precept request for the January full Council

Recommendation

It is planned to have the final budget and precept recommendation ready for the F&GP Committee meeting on 18th December 2023. This will be approved at the Council meeting on 8th January 2024. The P&A Committee should direct their ideas regarding budget expenditure to these Committees.

Legal and risk Implications

The Accounts and Audit Regulations require local councils to operate a robust budget. Evidence needs to be recorded that the Council has considered and debated the future budgetary programme for the 2024-2025 financial year.

Janet Wheeler
Town Clerk

ITEM 7 - 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. |
| Min 48 – review of outside services | Review of H&S work in the Outside team and interim OSM work | On hold | On hold |
| Min 20 July 2023 | Long Service awards | Funded proposal | December 2023 meeting |
| Min 21 July 2023 | Horticultural Apprenticeship | Advert placed and applicants are being vetted by the College | First applicant interview on 4 – 10 -23 |