



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

### PERSONNEL SUB-COMMITTEE

Friday 26th February 2021

To All Members of the Personnel Sub-Committee:

Councillors Thomas (Mayor), Rumsey (Chair C&E), Murdoch (Chair F&GP), Herschy (Chair E&S) and Rosser (Chair P&H).  
(Copies to other Councillors for information)

### NOTICE OF MEETING

You are hereby summoned to an online meeting of the **Personnel Sub-Committee** to be held on **Friday 5<sup>th</sup> March 2021** commencing at **11am** via 'Zoom' on the following dedicated link:

**Meeting ID: 820 6212 9893**

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [town.clerk@leominstertowncouncil.gov.uk](mailto:town.clerk@leominstertowncouncil.gov.uk) in advance for the meeting password.

***Julie Debbage***

Julie Debbage  
TOWN CLERK

## AGENDA

### 1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

### 2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

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**3. REQUESTS FOR DISPENSATIONS**

To consider requests for dispensations (must be notified in writing).

**4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**

**5. MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on Monday 18<sup>th</sup> January 2021 need to be agreed and signed as a correct record.

**6. CONFIDENTIAL ITEMS**

Certain items are expected to include the consideration of exempt information and the Finance Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

**7. STAFFING REPORT**

**(a)** To consider the clerks verbal report and the recommendations contained therein.

**(b)** To discuss the following:

- Staffing Update;
- Recruitment;
- Update on investigation
- Annual leave

**8. DATE OF NEXT MEETING**

A date for the next meeting of the Personnel Sub-Committee, which will be held either via 'Zoom' or at the Council Offices, 11 Corn Square, Leominster HR6 8YP, needs to be agreed, depending on central government lifting the social distancing restrictions.

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

### PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Monday 18<sup>th</sup> January 2021 commencing at 11:00 hours via Zoom. **MEMBERS PRESENT:** Councillors Thomas (Mayor), Murdoch (Chair F&GP), Herschy (Chair E&S) and Rumsey (Chair C&E).

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Due to technical issues the meeting commenced at 11.14am.

**OFFICERS PRESENT:** Town Clerk

**PC23/20 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr. Rosser (work commitment).

**PC24/20 DECLARATIONS OF INTEREST**

No declarations of interest were received.

**PC25/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**PC26/20 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**PC27/20 MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 7th December 2020 were agreed and will be signed as a correct record when social distancing restrictions are lifted.

**PC28/20 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information and Personnel Sub-Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**(a) Staff Update** – The clerk gave the Sub-Committee a verbal update of staff activities during the third national lockdown.

- Office staff are currently working from home where possible.
- Tourist Information Centre Staff are working from home. One member of staff is working to populate the new website ready for launch in February 2021.
- The Environmental Team are carrying out Winter maintenance tasks, street cleaning and inspection and cleaning of our open spaces and playgrounds.

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- The Foreman is working on capital projects including signage installation.
- The Housekeeper is enabling the public toilets to remain open with help from a member of the Environmental Team. Enhanced cleaning is also taking place in 11 Corn Square to ensure that the staff and tenants are safe.
- The Friday market remains open with essential goods on sale only.

The Clerk gave a verbal update to the sub-committee.

#### **(b) Staffing & Recruitment Matters**

The sub-committee noted the update.

A confidential appendix is attached to these minutes.

#### **Revised Job Descriptions**

As part of the appraisal process the job description was discussed with each member of staff to ensure that it was an accurate reflection of the role. These have now been updated. The job description for the Environmental Services Supervisor was adjusted to ensure that the role going forward was more customer focussed.

#### **Museum Partnership Update**

The Town Council and museum partnership has drawn to a close earlier than originally anticipated. A report is being written as a final handover and evaluation of the three-year project and this will be circulated to the museum trustees and the town council once completed.

#### **Staff Appraisals**

Staff appraisals have been carried out by the Town Clerk and the Tourist Information Manager. The remaining appraisals will be completed by the Projects & Grants Officer. A date will be set for the next staff appraisals in 6 months time. The town clerk's appraisal will follow this meeting.

#### **PC29/20 DATE OF NEXT MEETING**

The next meeting will be held via Zoom or, depending on social distancing regulations being lifted, in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business, the meeting closed at 12:05 hours.

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**CHAIR:**

**DATE:**