

LEOMINSTER TOWN COUNCIL

PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Friday 5th March 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).

OFFICERS PRESENT: Town Clerk

PC30/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Rosser (Chair P&H) via email.

PC31/20 DECLARATIONS OF INTEREST

No declarations of interest were received.

PC32/20 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PC33/20 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PC34/20 MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 18th January 2021 were agreed and will be signed as a correct record when social distancing restrictions are lifted.

PC35/20 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.

The verbal staffing report was noted. A confidential appendix is attached to these minutes.

Recruitment – Following an extremely low response to the job advert, the Environmental Services Supervisor Role has been re-advertised with a closing date of midnight on 28th March 2021.

Following discussion, it was proposed by Cllr. Thomas, seconded by Cllr. Rumsey and unanimously **RESOLVED** to sign the Kickstart agreement to recruit two trainees, one in the Grounds Team and one for Project Management experience. This will be discussed further at Full Council.

Update on investigation – The clerk updated council and it was recommended that no further action would be taken.

Annual Leave – The clerk and several members of staff would like to roll over more than 5 days' annual leave into the next financial year. It was **RESOLVED** that, as 2020/21 was exceptional, this would be acceptable.

Clerks Appraisal – This was carried out after the last Personnel Sub-Committee meeting by Cllr. Murdoch and Cllr. Rumsey. It was proposed by Cllr. Thomas, seconded by Cllr. Murdoch and unanimously **RESOLVED** to formally thank the clerk for ensuring that the council and its staff continued to be active and productive to support residents through very difficult circumstances over the past year.

PC36/20 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 11:29 hours.

CHAIR:

DATE: