



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

PERSONNEL SUB-COMMITTEE

Monday 11th January 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 **Monday 18th January 2021** commencing at **11am** via 'Zoom' on the following dedicated link:

Meeting ID: 880 2018 0592

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on 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.

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 7th December 2020 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 & Recruitment Matters
- Revised job descriptions;
- Museum Partnership Update;
- Staff appraisals;

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.

PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Monday 7th December 2020 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

PC16/20 APOLOGIES FOR ABSENCE

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

PC17/20 DECLARATIONS OF INTEREST

No declarations of interest were received.

PC18/20 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PC19/20 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PC20/20 MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 19th August 2020 were agreed and will be signed as a correct record when social distancing restrictions are lifted.

PC21/20 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 and since the second National Lockdown from 5th November until 2nd December 2020. All staff have continued to work, albeit slightly differently and this time we have been able to ensure that the public toilets remain open, with slightly reduced hours.

(b) Staffing & Recruitment – The Clerk gave the following verbal update to council.

- The Interviews have been held for the Democratic Services Officer post and it is anticipated that the successful applicant will begin employment on 4th January 2021.

- Closure times for the Christmas period will be as follows:
Town Council Office closed from Monday 21st December 2020 to re-open Monday 4th January 2021.
Tourist Information Centre closed from 2pm 24th December 2020 to re-open Monday 4th January 2021.
Public Toilets closed 25th/26th 28th/28th December 2020 and 1st & 3rd January 2021.
Litter picking and bin emptying will still be carried out on days that are not public holidays.
The Town Clerk will be out of the office from 24th December 2020 to 4th January 2021 with the exception of 29th December 2020.

Salaries Budget

The salaries budget is currently being reviewed for the annual budget 2021/22. This will be discussed with the Budget Task & Finish group and finalised before the Full Council meeting on 25th January 2021.

Revised Job Descriptions

As part of the appraisal process job descriptions are being reviewed with staff to ensure that they accurately reflect the role they carry out.

Museum Partnership Update

The Town Council and museum have been holding fortnightly meetings to ensure that all of the tasks identified to be carried out by the part time Museum Curator, provided by the Town Council, are completed in time for re-opening with a new exhibition in April 2021.

Staff Appraisals

Staff appraisals are well underway and it is hoped that the majority will be completed before Christmas, with the few remaining being completed in early January 2021.

PC22/20 DATE OF NEXT MEETING

The next meeting will be held on 18th January 2021 at 11:00hours either by 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 11:45 hours.

CHAIR:

DATE: