

LEOMINSTER TOWN COUNCIL

PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Wednesday 19th August 2020 commencing at 14:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Thomas (Mayor), Murdoch (Chair F&GP), Herschy (Chair E&S), Rosser (Chair P&H) and Rumsey (Chair C&E).

OFFICERS PRESENT: Town Clerk

PC09/20 APOLOGIES FOR ABSENCE

No apologies were received.

PC10/20 DECLARATIONS OF INTEREST

Cllr. Rumsey – Agenda item 6(a) distant relative by marriage

Cllr. Rosser – Agenda item 6(a) associate of staff member's parent

PC11/20 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PC12/20 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PC13/20 MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 6th May 2020 were agreed and signed as a correct record.

PC14/20 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) Grievance – The Sub-Committee were informed that a grievance had been raised by a member of staff. A date will be set for a hearing in line with Leominster Town Council Grievance Procedure.

(b) Staff Update – The clerk gave the Sub-Committee a verbal update of staff activities and planned training. An update was also provided detailing the tasks completed by the Museum Curator since the COVID-19 lockdown. It was **RESOLVED** to arrange a meeting to discuss the impact of COVID-19 with Museum representatives as soon as possible.

- (c) **Staff Training** – It was **RESOLVED** that the clerk should register for CiLCA in September and attend HALC training support sessions. It was also **RESOLVED** that the clerk should also investigate a personal licence course.
- (d) **Updated Job Descriptions for Senior Staff** – The new job descriptions for Senior Staff, that will be used as part of the next appraisal process, were reviewed and following discussion it was **RESOLVED** to add three extra items to one of the job descriptions.
- (e) **Recruitment** – Following discussion it was **RESOLVED** to recruit a Tourist Information Assistant on a 3 month, Fixed Term contract of 16 hours per week and review at the end of that period.
- (f) **Clerk and Senior Staff Appraisals**- The clerk's appraisal by the Mayor and the Chair of Finance & General Purposes Committee will follow this meeting and it was **RESOLVED** that the date for the senior staff appraisals should be set in September.

PC15/20 DATE OF NEXT MEETING

A suggested date for the next meeting of the Personnel Sub-Committee would be circulated by the Town Clerk following the meeting.

There being no other business, the meeting closed at 15:13 hours.

CHAIR:

DATE: