

# LEOMINSTER TOWN COUNCIL

## PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Monday 7<sup>th</sup> December 2020 commencing at 11:00 hours via Zoom.

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**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 19<sup>th</sup> 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 5<sup>th</sup> November until 2<sup>nd</sup> 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 4<sup>th</sup> January 2021.
- Closure times for the Christmas period will be as follows:  
**Town Council Office** closed from Monday 21<sup>st</sup> December 2020 to re-open Monday 4<sup>th</sup> January 2021.  
**Tourist Information Centre** closed from 2pm 24<sup>th</sup> December 2020 to re-open Monday 4<sup>th</sup> January 2021.  
**Public Toilets** closed 25<sup>th</sup>/26<sup>th</sup> 28<sup>th</sup>/28<sup>th</sup> December 2020 and 1<sup>st</sup> & 3<sup>rd</sup> 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 24<sup>th</sup> December 2020 to 4<sup>th</sup> January 2021 with the exception of 29<sup>th</sup> 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 25<sup>th</sup> 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 18<sup>th</sup> 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:**