

# LEOMINSTER TOWN COUNCIL

## PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Wednesday 6<sup>th</sup> May 2020 commencing at 14:00 hours remotely via Zoom.

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**MEMBERS PRESENT:** Councillors Thomas (Chair), Rosser, Rumsey, Murdoch and Herschy (14.10).

**OFFICERS PRESENT:** Town Clerk

**PC01/20 APOLOGIES FOR ABSENCE**

No apologies were received.

**PC02/20 DECLARATIONS OF INTEREST**

No declarations of Interest were made.

**PC03/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**PC04/20 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**PC05/20 MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 14th January 2019 were agreed and signed as a correct record.

**PC06/20 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.

**PC07/20 STAFFING REPORT**

(a) Committee received and noted a verbal staffing report from the Town Clerk regarding staff hours and tasks carried out during the COVID-19 pandemic. All staff were working during the pandemic, some from home and the remainder carrying out essential works whilst complying with social distancing regulations. It was **RESOLVED** to adopt the recommendation that staff members required to work from home during the COVID-19 lockdown be reimbursed with a tax-free payment of £4 per week for the period from commencement of lockdown up to 6/4/20, and £6 per week thereafter, to cover costs incurred as a

consequence of home working in line with HMRC Home Working Allowance guidelines.

- (b) It was proposed by Cllr. Thomas, seconded by Cllr. Herschy and unanimously agreed to review all senior staff job descriptions and ensure that they are accurate, following consultation with staff. It was **RESOLVED** that this would take place at the beginning of June 2020, with a view to carrying out appraisals with senior staff by the end of June 2020.

Committee was presented with an update on tasks that had been completed by the Curator during the period between the Museum Partnership Review in January 2020 and the commencement of COVID-19 lockdown on 23<sup>rd</sup> March 2020. It was **RESOLVED** to review staffing hours for the Curator position when COVID-19 restrictions were lifted and to develop a plan for fulfilling Museum secondment hours during the remainder of the agreed Partnership term.

It was **RESOLVED** that the staff contract template and staff handbook would be reviewed by the Town Clerk and presented at the next meeting of the Personnel Sub-Committee.

**PC08/20 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 14.42pm.

**CHAIR:**

**DATE:**