



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

### PERSONNEL SUB-COMMITTEE

Wednesday 2nd December 2020

To: All Members of the Personnel Sub-Committee:  
Councillors Thomas (Mayor), Rumsey (Chair C&E), Murdoch (Chair F&GP),  
Hershy (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 7<sup>th</sup> December 2020** commencing at **11am** via 'Zoom' on the following dedicated link:

**Meeting ID: 886 4033 0393**

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [town.clerk@leominstertowncouncil.gov.uk](mailto: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 19<sup>th</sup> August 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
- Salaries Budget
- 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 Wednesday 19<sup>th</sup> August 2020 commencing at 14:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**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:**