



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

PERSONNEL SUB-COMMITTEE

Wednesday 29th April 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 **Wednesday 6th May 2020** commencing at **2:00pm** via 'Zoom' on the following dedicated link:

Meeting ID: 717 3492 6966

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 14th January 2019 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 report and the recommendations contained therein.

(b) To discuss the following:

- Revised job descriptions;
- Museum Review outcome;
- Staff appraisals;
- Updated Staff Handbook;
- Updated contracts.

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.

LEOMINSTER TOWN COUNCIL

PERSONNEL SUB-COMMITTEE

Confidential Minutes of the Personnel Sub-Committee meeting held on Monday 14th January 2019 commencing at 10:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Bartlett, Norman, Rosser, Rumsey and Thomas.

OFFICERS PRESENT: Town Clerk

PC17/18 APOLOGIES FOR ABSENCE

No apologies were received.

PC18/18 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Norman: Museum and LARC

PC19/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PC20/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PC21/18 MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 5th November 2018 were agreed and signed as a correct record.

PC22/18 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.

PC23/18 REVISED STAFFING STRUCTURE REPORT 2019/20

Committee considered the revised staffing structure report and received a staffing update.

Committee noted the staffing update.

Committee agreed to put forward the agreed recommendations to Full Council regarding the future staffing structure.

It was agreed to update the signage on the public conveniences once the new staff member had settled into the role and opening hours had been confirmed.

It was agreed to put the following items on the next agenda:

- Revised job descriptions;
- Museum Review outcome;
- Staff appraisals;
- Updated Staff Handbook;
- Updated contracts.

PC24/18 DATE OF NEXT MEETING

The next meeting of the Personnel Sub-Committee would be held on Monday 29th April 2019 at 10:00am at the Council Offices, 11 Corn Square, Leominster HR6 8YP

There being no other business the meeting closed at 11:05am.

CHAIR:

DATE: