



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

PERSONNEL SUB-COMMITTEE

Friday 27th August 2021

To All Members of the Personnel Sub-Committee:

Councillors Rumsey (Mayor), Marsh (Deputy Mayor), Murdoch (Chair F&GP, Chair C&E), Smith-Winnard (Chair E&S) and Herschy (Chair P&H).

(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to a meeting of the **Personnel Sub-Committee** to be held on **Friday 3rd September 2021** commencing at **12.30pm** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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).

LEOMINSTER TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE
PERSONNEL SUB-COMMITTEE

4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

5. MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 5th March 2021 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.

To discuss the following:

- Staffing update;
- Kickstart Scheme;
- Staff training update;
- Updated staff handbook and contract;
- Commissioning a staff review;
- Recruitment;
- Diversity & Inclusion Report;
- Appraisals.

8. DATE OF NEXT MEETING

A date for the next meeting of the Personnel Sub-Committee, which will be held at the Council Offices, 11 Corn Square, Leominster HR6 8YP, needs to be agreed.

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Friday 5th March 2021 commencing at 11:00 hours via Zoom.

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

OFFICERS PRESENT: Town Clerk

PC30/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Rosser (Chair P&H) via email.

PC31/20 DECLARATIONS OF INTEREST

No declarations of interest were received.

PC32/20 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PC33/20 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PC34/20 MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 18th January 2021 were agreed and will be signed as a correct record when social distancing restrictions are lifted.

PC35/20 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.

The verbal staffing report was noted. A confidential appendix is attached to these minutes.

Recruitment – Following an extremely low response to the job advert, the Environmental Services Supervisor Role has been re-advertised with a closing date of midnight on 28th March 2021.

Following discussion, it was proposed by Cllr. Thomas, seconded by Cllr. Rumsey and unanimously **RESOLVED** to sign the Kickstart agreement to recruit two trainees, one in the Grounds Team and one for Project Management experience. This will be discussed further at Full Council.

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

PERSONNEL SUB-COMMITTEE

Update on investigation – The clerk updated council and it was recommended that no further action would be taken.

Annual Leave – The clerk and several members of staff would like to roll over more than 5 days' annual leave into the next financial year. It was **RESOLVED** that, as 2020/21 was exceptional, this would be acceptable.

Clerk's Appraisal – This was carried out after the last Personnel Sub-Committee meeting by Cllr. Murdoch and Cllr. Rumsey. It was proposed by Cllr. Thomas, seconded by Cllr. Murdoch and unanimously **RESOLVED** to formally thank the clerk for ensuring that the council and its staff continued to be active and productive to support residents through very difficult circumstances over the past year.

PC36/20 DATE OF NEXT MEETING

The next meeting will be held via 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 11:29 hours.

CHAIR:

DATE: