



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

PERSONNEL SUB-COMMITTEE

Friday 12th November 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 19th November 2021** commencing at **11.30am** 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).

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4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

5. MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 3rd September 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;
- Staff Review;
- Training & Development Draft Policy;
- Recruitment of Caretaker and Tourism & Media Assistant;
- Diversity & Inclusion Report;

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.

Minutes of the Personnel Sub-Committee meeting held on Friday 3rd September 2021 commencing at 12:30 hours in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

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

OFFICERS PRESENT: Town Clerk

PC01/21 APOLOGIES FOR ABSENCE

No Apologies for Absence were received.

PC02/21 DECLARATIONS OF INTEREST

No declarations of interest were received.

PC03/21 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PC04/21 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PC05/21 MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 5th March 2021 were agreed and signed as a correct record.

PC06/21 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.

- Sub-Committee noted the verbal staffing report from the Clerk.
- The Kickstart employees are well into their 6 month term and are participating in training provided by Hoople. They also have access to the Ellis Whittam online training portal which gives access to 120 courses. A training needs assessment will be carried out to find the training of most benefit.
- Staff have been part of a training needs assessment and a list of recommended training sent out.
- Committee reviewed the updated staff handbook and contract template provided by Ellis Whittam.
- It was **RESOLVED** to carry out a staff review as roles and responsibilities had changed over the past year and job descriptions were now updated as a result of recent staff appraisals.

- Two quotes for the staff review were considered. As the third quote hadn't been received, a decision will be made at the Finance & General Purposes Committee meeting on 6th September 2021.
- The recruitment of a caretaker will be considered once the outcome of the business case to take The Old Priory as an asset transfer has been received.
- A Diversity & Inclusion Report will be available for the next Personnel Sub-Committee meeting.
- Appraisals – With just one outstanding, the next annual appraisal cycle will begin this month. Committee noted that the clerk's biannual appraisal took place on 6th August 2021.

PC07/21 DATE OF NEXT MEETING

The next meeting will be held in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business, the meeting closed at 13:35 hours.

CHAIR:

DATE:
