

LEOMINSTER TOWN COUNCIL

PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Friday 19th November 2021 commencing at 11:30 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

PC08/21 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Smith Winnard (Personal) and Cllr. Marsh (Meeting).

PC09/21 DECLARATIONS OF INTEREST

No declarations of interest were received.

PC10/21 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PC11/21 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PC12/21 MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 3rd September 2021 were agreed and signed as a correct record.

PC13/21 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.
- Sub-Committee noted the Staffing Review Report presented by the clerk and **RESOLVED** to recommend the following to the next meeting of the Full Council.
 - Revised scale for staff members from April 2022.
 - A revised Line Management Structure for some staff.
 - To commission a freelance Project Officer (Welcome Back Fund) to set up a Business Group from January 2022-March

2022 leading up to a Business Promotion Event with free parking.

- Sub-Committee noted the Training & Development Draft Policy and requested that a clause regarding a scale of repayment for some training be considered. It was **RESOLVED** that the clerk would investigate this with the Human Resources Contractor.
- Sub-Committee **RESOLVED** to advertise the Tourism & Media Assistant post after reviewing the job description.
- Sub-Committee noted that an update regarding the Old Priory had not been received so the Caretaker post would be advertised when a timeline for the asset transfer had been received from Herefordshire Council.
- Sub-Committee noted that the Diversion & Inclusion Report requires further consideration.

PC14/21 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 13:00 hours.

CHAIR:

DATE: