

# LEOMINSTER TOWN COUNCIL

## PERSONNEL SUB-COMMITTEE

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

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**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 5<sup>th</sup> 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 6<sup>th</sup> 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 6<sup>th</sup> 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:**