



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

### PERSONNEL SUB-COMMITTEE

Friday 22<sup>nd</sup> July 2022

To All Members of the Personnel Sub-Committee:

Councillors Marsh (Mayor), Williams (Deputy Mayor), Murdoch (Chair F&GP), Thomas 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 **Thursday 28<sup>th</sup> July 2022** commencing at **2pm** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

***Julie Debbage***

Julie Debbage  
TOWN CLERK

### AGENDA

**1. ELECTION OF CHAIR**

**2. ELECTION OF VICE CHAIR**

**3. 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.

**4. 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



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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.

**5. REQUESTS FOR DISPENSATIONS**

To consider requests for dispensations (must be notified in writing).

**6. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**

**7. MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on Wednesday 9<sup>th</sup> March 2022 need to be agreed and signed as a correct record.

**8. 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".

**STAFFING REPORT**

**(a)** To consider the clerks verbal report and the recommendations contained therein.

To discuss the following:

- Staffing update;
- Disciplinary hearing;
- Staffing proposals 2023-24;
- Staff training;
- Staff appraisals.

**9. 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

## PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Wednesday 9<sup>th</sup> March 2022 commencing at 14:00 hours in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

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

**OFFICERS PRESENT:** Town Clerk

**PC15/21 APOLOGIES FOR ABSENCE**

No apologies were received.

**PC16/21 DECLARATIONS OF INTEREST**

No declarations of interest were received.

**PC17/21 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**PC18/21 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**PC19/21 MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 19<sup>th</sup> November 2021 were agreed and signed as a correct record.

**PC20/21 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 update from the Clerk.
- Sub-Committee noted training options for staff.
- Sub-Committee noted the annual pay increase has now been received from the National Joint Council for Local Government Services (NJC) and will be backdated to April 2021.
- Sub-Committee discussed the timing of the recruitment of the caretaker so that it coincides with the asset transfer of the Old Priory.
- Sub-Committee noted that staff appraisals would begin following the town clerk's appraisal, which is scheduled after this meeting ends.

**PC21/21 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 15:16 hours.

**CHAIR:**

**DATE:**

DRAFT