

LEOMINSTER TOWN COUNCIL

PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Thursday 28th July 2022 commencing at 14:00 hours in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Mayor), Williams (Deputy Mayor), Murdoch (Chair F&GP), Smith-Winnard (Chair E&S), & Thomas (Chair C&E).

OFFICERS PRESENT: Town Clerk

PC01/22 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Sub-Committee.

Cllr. Murdoch was nominated by Cllr. Marsh and seconded by Cllr. Williams. There being no other nominations, Cllr. Murdoch was formally elected Chair of the Personnel Sub-Committee.

PC02/22 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice Chair of the Sub-Committee.

Cllr. Williams was nominated by Cllr. Murdoch and seconded by Cllr. Smith-Winnard. There being no other nominations, Cllr. Williams was formally elected Vice Chair of the Personnel Sub-Committee.

PC03/22 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted by the Sub-Committee for Cllr. Herschy (Chair P&H).

PC04/22 DECLARATIONS OF INTEREST

No declarations of interest were received.

PC05/22 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PC06/22 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PC07/22 MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 9th March 2022 were agreed and signed as a correct record.

PC08/22 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 and **RESOLVED** to accept the recommendations regarding staff safety and lone working.
- Sub-Committee noted the forthcoming disciplinary hearing.
- Sub-Committee noted the staffing proposals for 2023-24 and **RESOLVED** to accept the recommendations subject to the budget being available for these recommendations. This will be discussed at the next meeting of the Budget Working Group.
- Sub-Committee noted that the staff E-training purchased from Ellis Whittam was working well. This was particularly useful during the recent hot weather when grounds staff were able to participate in training inside during the hottest part of the day.
- Sub-Committee noted that two members of staff had recently completed Introduction to Local Council Administration (ILCA) and another member of staff was about to begin the course.
- Sub-Committee noted that three councillors were booked to undertake planning training and that the clerk should arrange for Cllr. Williams to take part. Additional training on the Code of Conduct and Civility and Respect Project is currently being arranged.
- Sub-Committee noted that all last year's staff appraisals had been completed and that the cycle would start again following the appraisal of the Town Clerk.

PC09/22 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 15:26 hours.

CHAIR:

DATE: