



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

PERSONNEL SUB-COMMITTEE

Tuesday 11th August 2020

To: All Members of the Personnel Sub-Committee:
Councillors Thomas (Mayor), Murdoch (Chair F&GP), Herschy (Chair E&S),
Rosser (Chair P&H) and Rumsey (Chair C&E).
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Personnel Sub-Committee** to be held on **Wednesday 19th August 2020** commencing at **14:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Julie Debbage
TOWN CLERK DESIGNATE

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).
- 4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
- 5. MINUTES OF PREVIOUS MEETING**
The minutes of the Personnel Sub-Committee meeting held on 6th May 2020 need to be agreed and signed as a correct record.



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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".

- (a) **Grievance** – To receive and consider the grievance raised.
- (b) **Staff Update** – To receive a verbal staff update and consider the benefits of annualised hours.
- (c) **Staff Training** – To agree the registration for Cilca training and HALC support sessions by the clerk.
- (d) **Updated Job Descriptions for Senior Staff** – To consider the new job descriptions completed to date.
- (e) **Recruitment** – To consider the vacancy for the post of Tourist Information Assistant
- (f) **Clerk and Senior Staff Appraisals**- To set dates for the staff appraisals.

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.



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PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Wednesday 6th May 2020 commencing at 14:00 hours remotely via Zoom.

MEMBERS PRESENT: Councillors Thomas (Chair), Rosser, Rumsey, Murdoch and Herschy (14.10).

OFFICERS PRESENT: Town Clerk

PC01/20 APOLOGIES FOR ABSENCE

No apologies were received.

PC02/20 DECLARATIONS OF INTEREST

No declarations of Interest were made.

PC03/20 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PC04/20 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PC05/20 MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 14th January 2019 were agreed and signed as a correct record.

PC06/20 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.

PC07/20 STAFFING REPORT

(a) Committee received and noted a verbal staffing report from the Town Clerk regarding staff hours and tasks carried out during the COVID-19 pandemic. All staff were working during the pandemic, some from home and the remainder carrying out essential works whilst complying with social distancing regulations. It was **RESOLVED** to adopt the recommendation that staff members required to work from home during the COVID-19 lockdown be reimbursed with a tax-free payment of £4 per week for the period from commencement of lockdown up to



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6/4/20, and £6 per week thereafter, to cover costs incurred as a consequence of home working in line with HMRC Home Working Allowance guidelines.

- (b) It was proposed by Cllr. Thomas, seconded by Cllr. Herschy and unanimously agreed to review all senior staff job descriptions and ensure that they are accurate, following consultation with staff. It was **RESOLVED** that this would take place at the beginning of June 2020, with a view to carrying out appraisals with senior staff by the end of June 2020.

Committee was presented with an update on tasks that had been completed by the Curator during the period between the Museum Partnership Review in January 2020 and the commencement of COVID-19 lockdown on 23rd March 2020. It was **RESOLVED** to review staffing hours for the Curator position when COVID-19 restrictions were lifted and to develop a plan for fulfilling Museum secondment hours during the remainder of the agreed Partnership term.

It was **RESOLVED** that the staff contract template and staff handbook would be reviewed by the Town Clerk and presented at the next meeting of the Personnel Sub-Committee.

PC08/20 DATE OF NEXT MEETING

A suggested date for the next meeting of the Personnel Sub-Committee would be circulated by the Town Clerk following the meeting.

There being no other business, the meeting closed at 14.42pm.

CHAIR:

DATE: