



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

PERSONNEL SUB-COMMITTEE

Tuesday 4th September 2018

To: All Members of the Personnel Sub-Committee:
Councillors Bartlett (Mayor), Marsh (Chair F&GP), Norman (Chair E&S),
Rosser (Chair P&H), Rumsey (Member F&GP) and Thomas (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 **Thursday 13th September 2018** commencing at **10:00am** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

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 12th April 2018 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) **Draft Staffing Restructure Report** – Please see the attached report.

7. **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 Thursday 12th April 2018 commencing at 10:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Bartlett, Norman, R Pendleton, Rumsey and Thomas.

OFFICERS PRESENT: Town Clerk and the Office Manager.

PC01/17 APOLOGIES FOR ABSENCE

No apologies were received.

PC02/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Norman: Leominster Museum – Council Representative

PC03/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PC04/17 COMMITTEE VACANCY

Committee **RESOLVED** that Cllr Rumsey be appointed to sit on the Personnel Sub-Committee.

PC05/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PC06/17 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.

(a) Recruitment of Environmental Operative – The Sub-Committee noted the report presented and, following consideration, **RESOLVED:**

- Commence the recruitment process for a full time Grounds Operative;
- Set a salary scale for the position between Scales 14-16;
- To adopt the draft job description and person specification subject to the agreed amendments;
- Continue to negotiate with Herefordshire Council regarding the identification and provision of a suitable depot;

- Continue to negotiate with Herefordshire Council for the asset transfer of grounds equipment;
- Place a three month time limit on the completion and implementation of these negotiations (29th June 2018);
- Subject to having confidence and confirmation from Herefordshire Council, to formally recruit the Grounds Operative on a one year contract;
- If negotiations are not completed to a satisfactory level by 29th June 2018 to formally give notice to withdraw from the Licence entered into.

(b) Cleaner/Caretaker Update – The Sub-Committee noted the update report provided and agreed to explore the various options as outlined.

(c) Maintenance Operative Update – Committee noted the update provided.

(d) Town Clerk – The Sub-Committee noted the report presented and, following consideration, **RESOLVED:**

- That the Clerk would work a three month notice period with May and June on 25 hours (3 days) per week;
- That the Clerk then continues on a part time, 25 hours per week contract on a rolling basis with the option to terminate once a new Clerk takes up his or her position;
- That the post is advertised in May 2018 locally and nationally;
- That interviews be held in June 2018 and an appointment made on 25th June 2018 at the Special Full Council meeting that precedes the Finance & General Purposes Committee meeting;
- That the new Clerk will either take over on a date to be agreed with at least a two week hand over period;

A recruitment package would be developed and the position formally advertised in May 2018.

(d) Complaint – The Sub-Committee considered the complaint received. It was proposed by Cllr Thomas, seconded by Cllr R Pendleton and **RESOLVED** that the complaint received be referred to the Monitoring Officer, Herefordshire Council, to deal with.

PC07/17 DATE OF NEXT MEETING

Committee would agree a date for the next meeting of the Personnel Sub-Committee in due course. It would be held at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 11:18am.

CHAIR:

DATE: