



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

#### PERSONNEL SUB-COMMITTEE

Tuesday 30<sup>th</sup> October 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 **Monday 5<sup>th</sup> November 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 13<sup>th</sup> September 2018 need to be agreed and signed as a correct record.



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### FINANCE & GENERAL PURPOSES COMMITTEE

#### 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) **Review of the agreement with the Museum** – To note that a review of the agreement with the Museum would commence in January 2019. A Task & Finish Group needs to be appointed to undertake this task.
- (b) **An update of the services provided by Ellis Whittam** – Please see the attached note.
- (c) **Grange Court Update** – To note that no further correspondence had been received from Grange Court at the time of the publication of the agenda.
- (d) **Draft Staffing Restructure Report** – Please see the attached revised report.
- (e) **Staff Appraisals** – To receive a verbal update regarding staff appraisals.

#### 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.

# LEOMINSTER TOWN COUNCIL

## PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Thursday 13<sup>th</sup> September 2018 commencing at 10:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Marsh (Chair), Bartlett, Norman, and Rumsey.

**OFFICERS PRESENT:** Town Clerk

**PC01/18 APPOINTMENT OF CHAIR/VICE CHAIR**

- Cllr Marsh was appointed Chair.
- Cllr Rumsey was appointed Vice Chair.

**PC02/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Rosser (work) and Thomas (holiday).

**PC03/18 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**PC04/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**PC05/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**PC06/18 MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 12<sup>th</sup> April 2018 were agreed and signed as a correct record.

**PC07/18 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.

**PC08/18 DRAFT STAFFING RESTRUCTURE REPORT**

The Sub-Committee considered the draft report that had been deferred from the Finance & General Purposes Committee meeting held on Monday 3<sup>rd</sup> September 2018.

It was noted that the following documents had been developed to help map out the Town Council's aims and objectives over the next four years:

- Draft Revised Staffing Structure;
- Corporate Plan;
- Medium Term Financial Plan.

A Public Works Loan Board report had also been developed and would be submitted to the Ministry for Housing, Communities & Local Government if Full Council wished to apply for a loan to fund its projects.

Following discussion, the following recommendations were proposed for consideration by Full Council:

- That the consideration of the Corporate Plan, Medium Term Financial Plan and application for a public works loan be deferred until the Full Council meeting to be held on Monday 26<sup>th</sup> November 2018;
- That the current resolution regarding the additional grass cutting undertaken by Leominster Town Council under licence be reviewed and possibly revised;
- That a decision as to whether Leominster Town Council wishes to continue to undertake the additional grass cutting in Leominster under licence from Herefordshire Council would be considered at the Full Council meeting to be held on Monday 26<sup>th</sup> November 2018;
- That clarification regarding the open spaces equipment grant from Herefordshire Council be obtained as soon as possible;
- That the proposal to use the depot at Bridge Street, as outlined by Halo under a rolling licence, be discussed as part of the grass cutting initiative discussions;
- That a business case for the transfer of the Etnam Street car park from Herefordshire Council to Leominster Town Council to help meet the costs of the additional responsibilities be developed.

With regard to the current financial year (2018/19), it was recommended that the Finance & General Purposes Committee would develop a recommendation to place before Full Council to formally agree an amount to be vired from the staffing budget to the contract budget to meet the costs incurred undertaking the additional grass cutting duties in 2018.

Staffing matters were noted and a series of recommendations would be placed before Full Council for consideration and adoption.

**PC09/17 DATE OF NEXT MEETING**

The next meeting of the Personnel Sub-Committee would be held on Monday 5<sup>th</sup> November 2018 at 10:00am at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 12:00 noon.

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**CHAIR:**

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**DATE:**