

# LEOMINSTER TOWN COUNCIL

## PERSONNEL SUB-COMMITTEE

Minutes of the Personnel Sub-Committee meeting held on Monday 5<sup>th</sup> November 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

**PC10/18 APOLOGIES FOR ABSENCE**

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

**PC11/18 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr Norman: Museum and LARC.

**PC12/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**PC13/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**PC14/18 MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 13<sup>th</sup> September 2018 were agreed and signed as a correct record.

**PC15/18 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.

- (a) **Review of the agreement with the Museum** – It was noted that a review of the agreement with the Museum would commence in January 2019. A Task & Finish Group needed to be appointed to undertake this task. This matter would be placed before Full Council at its meeting to be held on Monday 26<sup>th</sup> November 2018.

It was agreed to develop draft Terms of Reference for this Group to confirm the scope of the review.

- (b) **An update of the services provided by Ellis Whittam** – Members noted the update provided. It was agreed to review the Council’s membership of HALC and NALC for the forthcoming year.
- (c) **Grange Court Update** – Members noted that no further correspondence had been received from Grange Court.
- (d) **Draft Staffing Restructure Report** – Members considered the revised report and a range of amendments to the report were agreed.

Following discussion, it was **RECOMMENDED**:

- That the revised staffing structure, as amended and corrected by the Group, be recommended for adoption by Full Council;
- That the cost of the revised structure forms part of the 2019/20 budget. The costs had been estimated at £286,745 including all on-costs.

A number of further actions were **RECOMMENDED** once Full Council had considered the adoption of the new staff structure.

- (e) **Staff Appraisals** – It was noted that staff appraisals would be undertaken as part of the implementation of the revised structure.

**PC16/18 DATE OF NEXT MEETING**

The next meeting of the Personnel Sub-Committee would be held on Monday 14<sup>th</sup> January 2019 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:**