

LEOMINSTER TOWN COUNCIL

PERSONNEL SUB-COMMITTEE

Confidential Minutes of the Personnel Sub-Committee meeting held on Monday 14th January 2019 commencing at 10:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICERS PRESENT: Town Clerk

PC17/18 APOLOGIES FOR ABSENCE

No apologies were received.

PC18/18 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Norman: Museum and LARC

PC19/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PC20/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PC21/18 MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 5th November 2018 were agreed and signed as a correct record.

PC22/18 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.

PC23/18 REVISED STAFFING STRUCTURE REPORT 2019/20

Committee considered the revised staffing structure report and received a staffing update.

Committee noted the staffing update.

Committee agreed to put forward the agreed recommendations to Full Council regarding the future staffing structure.

It was agreed to update the signage on the public conveniences once the new staff member had settled into the role and opening hours had been confirmed.

It was agreed to put the following items on the next agenda:

- Revised job descriptions;
- Museum Review outcome;
- Staff appraisals;
- Updated Staff Handbook;
- Updated contracts.

PC24/18 DATE OF NEXT MEETING

The next meeting of the Personnel Sub-Committee would be held on Monday 29th April 2019 at 10:00am at the Council Offices, 11 Corn Square, Leominster HR6 8YP

There being no other business the meeting closed at 11:05am.

CHAIR:

DATE: