



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the Personnel Sub-Committee

held on Tuesday 15<sup>th</sup> February 2022 at 7.00pm  
at The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillor J Roberts – Chairman  
Councillors C Bartrum, B Pope, L Stark and J Winder

In attendance: Sarah Robson – Town Clerk  
There were no members of the public and no members of the press present.

**P22/02#01 Apologies for Absence**

[Local Government Act 1972 s85 \(1\)](#)

Councillor J Utting

**RESOLVED – To accept the apologies given.**

**P22/02#02 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None

**P22/02#03 Dispensations**

None

**P22/02#04 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)

There were no members of the public present.

**P22/02#05 To resolve to exclude members of the press and public**

[Public Bodies \(Admission to Meetings\) Act 1960](#)

*To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.*

Proposed: Councillor Bartrum

Seconded: Councillor Stark

Unanimous

**RESOLVED – that agenda item P22/02#11 - ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**FP22/02#06 Personnel Sub-Committee Meeting Minutes**

[LGA 1972, Sch 12 para41 \(1\).](#)

*To confirm and sign the minutes of the previous ordinary meeting of the Personnel Sub-Committee held on Tuesday 7<sup>th</sup> September 2021.*

**RESOLVED – that the minutes of the previous ordinary meeting of the Personnel Sub-Committee held on Tuesday 7<sup>th</sup> September 2021 be signed as a correct record.**

**P22/02#07 Committee Clerk’s Report - to receive and note update from Town Clerk**

- Local Government Pay 2021/22 –unions have been issuing strike ballot notices, representatives from the National Employers have not issued an improved offer above the previously rejected 1.75%

**RESOLVED – to receive and note the report.**

**P22/02#08**

**Policies**

*i) to review the Council’s policy on the following and agree the frequency of the review period;*

- *Appraisal Policy* [Last reviewed October 2020]

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Bartrum

- *Code of Conduct for Employees* [Last reviewed December 2020]

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Winder

**RESOLVED – to receive and adopt the policies subject to some minor amendments with immediate effect.**

*ii) to adopt the proposed policy entitled Member/Officer Protocol*

It was agreed to defer this until the next meeting in July to allow for some redrafting to the introduction. The draft would be circulated in advance for councillor comment.

**P22/02#09**

**Annual Leave Arrangements**

*To approve a change in the annual leave start date from 1<sup>st</sup> April to 1<sup>st</sup> January with effect from 2023.*

Members were informed that the Council’s HR Advisors had been contacted to ensure the proposal would not be unlawful. It was noted that a letter would be issued to all staff members to advise of the proposal.

Proposed: Councillor Pope  
Unanimous

Seconded: Councillor Stark

**RESOLVED – to approve a change in the annual leave start date from 1<sup>st</sup> April to 1<sup>st</sup> January with effect from 2023.**

**P22/02#10**

**Disclosure & Barring Service (DBS)**

*To consider implementing a policy to introduce mandatory Basic DBS checks on new employees.*

Council felt this would be a useful safeguard when taking on new employees. It was agreed that an enhanced DBS Check but not ‘with barred’ list should be carried out for new employees working outdoors and a basic check done on all other new employees. If any existing employee wished to have a check undertaken the Council would be willing to support the request.

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Winder

**RESOLVED – to implement a process of undertaking the relevant DBS check for any new employee with immediate effect.**

**P22/02#11 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item.**

**(Item P22/02 # 14 above refers)**

**Staff in Confidence - Staffing Update**

*To receive a verbal report from the Town Clerk in relation to Staff Updates;*

- *Probationary staff members*

Two staff members are reaching the end of the probationary period with a successful outcome and will move to having their appointments confirmed on a permanent basis.

An appointment has been made to the Amenities Team with a new member of staff due to be commencing shortly in the role of Cleansing Operative. A six-month probationary period will be required as part of the Council’s standard terms.

- *Appraisals*

Members were advised that the Clerk’s Appraisal with the Panel had taken place in August and the Form was in the process of being completed for signing off. Staff appraisals will be commencing shortly, and an update will be provided at the next sub-committee meeting to confirm the outcomes and objectives. Appraisal Training has been booked for three officers early March which will provide an opportunity for refreshing and updating knowledge and reviewing good practice.

- *Training programme*

SLCC Practitioners’ Conference – Online sessions include digital levelling up, how to market your parish to attract visitors, VAT, open space management, risk assessments, public sector procurement, local council memorial administration. All office staff are attending at least one session, with most attending multiple.

Other courses attended by staff have included:

- Mental Health Awareness – December 2021
- Operating events & activities in a Covid secure way – November 2021
- Cemetery Management & Compliance – October 2021
- Freedom of Information Act – December 2021
- Data Security – December 2021
- Emergency First Aid – September 2021

The Amenities Manager is in the process of agreeing a programme of training for staff within that service.

**P22/02#12 To confirm date of next scheduled meeting and propose items for consideration.**

Tuesday 5<sup>th</sup> July 2022. Future items to include an update on appraisals/Member Officer Protocol/Induction Programme/Buddy Scheme/Arrangements for Post-Election 2023/Website policy for elections

There being no further business the meeting closed at 8.07pm

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Chairman

.....  
Date



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the Personnel Sub-Committee

held on Tuesday 5<sup>th</sup> July 2022 at 7.00pm  
at The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillor J Roberts – Chairman  
Councillors C Bartrum, B Pope, and L Stark  
Ex Officio Member: Councillor J Utting

In attendance: Sarah Robson – Town Clerk  
There were no members of the public and no members of the press present.

### **P22/07#13 Apologies for Absence**

[Local Government Act 1972 s85 \(1\)](#)

Councillor J Winder

**RESOLVED – To accept the apologies given.**

### **P22/07#14 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None

### **P22/07#15 Dispensations**

None

### **P22/07#16 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)

There were no members of the public present.

### **P22/07#17 To resolve to exclude members of the press and public**

[Public Bodies \(Admission to Meetings\) Act 1960](#)

*To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.*

Proposed: Councillor Bartrum

Seconded: Councillor Stark

Unanimous

**RESOLVED – that agenda item P22/07#23 - ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

### **FP22/07#18 Personnel Sub-Committee Meeting Minutes**

[LGA 1972, Sch 12 para41 \(1\).](#)

*To confirm and sign the minutes of the previous ordinary meeting of the Personnel Sub-Committee held on Tuesday 15<sup>th</sup> February 2022.*

**RESOLVED – that the minutes of the previous ordinary meeting of the Personnel Sub-Committee held on Tuesday 15<sup>th</sup> February 2022 be signed as a correct record.**

- P22/07#19**     **Action Review Summary** (for information only)  
*To receive, review and agree priorities in relation to outstanding actions*

It was reported that all previous actions were complete.

**RESOLVED – to receive and note the report.**

- P22/07#20**     **Committee Clerk's Report**  
*to receive and note update from Town Clerk*

The Clerk advised that a draft DBS Policy would be prepared in readiness for the next meeting.

**RESOLVED – to receive and note the report.**

- P22/07#21**     **Policies**  
*To adopt the proposed policy entitled Member/Officer Protocol*  
[Deferred from February Meeting P22/02#08]

It was noted that since the revised document had been circulated following the feedback from the February meeting no further comments had been received.

7.05pm Councillor Utting arrived at the meeting

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to adopt the Member/Officer Protocol with immediate effect.**

- P22/07#22**     **Finance – Staff costs**  
*i) To review the weekend/public holiday hours worked by staff to cover town events (Queen's Platinum Jubilee and Armed Forces Day)*

The Sub-Committee noted that staff had worked more than a hundred hours over the public holiday for the Platinum Jubilee and the weekend of Armed Forces Day. This was outside their normal working hours, and a total record of the amount of time spent organising and preparing for these events had not been kept. These two events had created such a lot of additional work that a backlog had built up which staff were endeavouring to clear.

It was proposed that the CMT Sub-Committee must factor into any future events the costs for staff overtime. This would need to be accounted for in the budget preparations to enable events to be properly resourced and staff paid for their time.

- ii) To consider proposal to make contractual changes which would allow the Council to reserve the right to offer overtime payments or time off in lieu*

The Clerk confirmed that employment law advice had been sought and that should the Council agree to the proposed changes a memo to all staff outlining new arrangements would suffice.

The Sub-Committee requested that the Mayor writes letters to all the staff to express the Council's gratitude for their work and efforts in putting on the recent events.

It was agreed that changes to the contract would be approved to reserve the right to offer discretionary overtime payments. These would need to be pre-authorized by the Clerk. The recommendation to the Management Committee would be for overtime, where applicable would be paid at the following rates;

Double time on Sundays/Bank Holidays  
Time and a half on Saturdays

*iii) To amend the Scheme of Delegation to give the Clerk discretion to offer unbudgeted overtime payments when staff work outside their normal hours*

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Stark

**RESOLVED – to accept the proposals to amend the existing contractual arrangements to enable the Clerk to offer discretionary overtime payments at pre-authorized times. And to make a recommendation to the Management Committee to offer overtime payments for staff (within the new proposed arrangements for the changes to contractual payments) for weekend and bank holiday overtime accrued over the recent Jubilee and Armed Forces Events.**

**P22/07#23** In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item.  
(Item P22/07#17 above refers)

**Staff in Confidence - Staffing Update**

*To receive a verbal report from the Town Clerk in relation to Staff Updates to include;*

- Probationary staff members
- Appraisals – outcomes & objectives
- Performance management
- Disciplinary matters
- Staff Training programme

**RESOLVED – to receive and note the report.**

**P22/07#24** To confirm date of next scheduled meeting and propose items for consideration. Tuesday 7<sup>th</sup> February 2023. There were no proposed items for the next agenda.

There being no further business the meeting closed at 8.10pm

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Chairman

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Date