



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Personnel Sub-Committee

held on Tuesday 7th February 2023 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillor J Roberts – Chairman
Councillors L Delves, 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.

P23/02#01

Apologies for Absence

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

Councillors C Bartrum, B Pope and J Utting

RESOLVED – To accept the apologies given.

P23/02#02

Declarations of Interest

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

None

P23/02#03

Dispensations

None

P23/02#04

Public Participation

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

There were no members of the public present.

P23/02#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 Delves

Seconded: Councillor Winder

Unanimous

RESOLVED – that agenda item P23/02#12 - 'Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP23/02#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 5th July 2022.

RESOLVED – that the minutes of the previous ordinary meeting of the Personnel Sub-Committee held on Tuesday 5th July 2022 be signed as a correct record.

P23/02#07 Action Review Summary (for information only)

To receive, review and agree priorities in relation to outstanding actions

- DBS Policy – the Clerk confirmed she had attended a training course and was in the process of drafting a policy for submission to the next meeting

RESOLVED – to receive and note the report.

P23/02#08 Committee Clerk’s Report

to receive and note update from Town Clerk

- King’s Coronation – an additional bank holiday had been announced for Monday 8th May, entitling all employees to an additional day’s leave
- 2022/2023 Pay settlement had seen a flat rate increase across all points of the pay scale. The range of increase for staff was between 4 -10%, which was more than had been budgeted for. In addition the minimum paid annual leave entitlement had risen to 23 days along with the scrapping of SCP 1 from April 2023

RESOLVED – to receive and note the report.

P23/02#09 Policies

To review the Council’s policy on the following and agree the frequency of the review period;

- LGPS Discretions Policy

Proposed: Councillor Stark
Unanimous

Seconded: Councillor Winder

RESOLVED – to approve the LGPS Discretions Policy without change.

- Terms of Reference (taken from the Scheme of Delegation)

There would be additional investigations necessary to allow for a broader understanding of some of the Councils’ disciplinary processes before any recommendation could be made.

It was agreed to defer this item until a future meeting once there was more information available.

P23/02#10 NEST Pension Scheme

To consider the option of allowing staff to participate in the NEST salary sacrifice scheme.

The Sub-Committee decided to defer making a decision to offer this to staff but would review it in the future if there was any interest expressed.

P23/02#11 *i) To consider frequency of future sub-committee meetings for inclusion on the the Schedule of Meetings for 2023/2024*

The was a consensus that future meetings would not be included on the Schedule as there was a need for greater flexibility to ensure a meeting could be called when necessary. The Clerk was asked to look at potential dates for bi-monthly meetings for councillors’ diaries and to only call an extra-ordinary meeting as required.

ii) To agree next meeting date and propose items for consideration.

The Clerk would circulate a list of proposed meeting dates. Agenda items for the next meeting to include a review of the Terms of Reference and the introduction of a DBS policy.

P23/02#12 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 P23/02#05 above refers)

Staff in Confidence - Staffing Update

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

Probationary staff members

Two staff members are currently on probation with end dates in June and July.

Appraisals

Mid-term reviews took place at the end of September to evaluate progress on objectives and offer additional training and support if required. This year’s staff appraisals will be commencing shortly, and an update will be provided at the next sub-committee meeting to confirm the outcomes and objectives.

Staff Training programme

All staff attended Health & Safety Awareness and Risk Assessment training in November.

Other courses/training seminars attended by staff have included:

- How to use Graphic Design Software -Canva – July 2022
- Finance Summit – September 2022
- Civility & Respect – September 2022
- Introduction to Local Council Administration – November 2022
- Stewards Training – December 2022
- Alcohol Licensing Law - December 2022
- Emergency First Aid at Work - January 2023
- DBS Eligibility - February 2023

Disciplinary/Conduct

A Letter of Concern had been issued to one staff member.

RESOLVED – to receive and note the report.

ii) To make recommendation to Full Council to approve an increase in the contracted hours within the Community Development Officer post and agree amended Job Description.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Stark

RESOLVED - to make recommendation to Full Council to approve an increase in the contracted hours to 37 per week within the Community Development Officer post.

The Sub-Committee members offered a vote of thanks and expressed gratitude to Councillor Roberts for all her work, as this would be her last sub-committee meeting before standing down in May.

There being no further business the meeting closed at 8.00 pm

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Chairman

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Date



Ross-on-Wye Town Council

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

held on Tuesday 11th April 2023 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillor J Roberts – Chairman
Councillors C Bartrum, L Delves, 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.

P23/04#13 Apologies for Absence

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

Absent – Councillor J Winder

P23/04#14 Declarations of Interest

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

None

P23/04#15 Dispensations

None

P23/04#16 Public Participation

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

There were no members of the public present.

P23/04#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 Pope

Unanimous

RESOLVED – that agenda item P23/04#25 - ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP23/04#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 7th February 2023.

RESOLVED – that the minutes of the previous ordinary meeting of the

Personnel Sub-Committee held on Tuesday 7th February 2023 be signed as a correct record.

P23/04#19 Action Review Summary (for information only)
To receive, review and agree priorities in relation to outstanding actions

- DBS Policy – agenda item for future meeting

RESOLVED – to receive and note the report.

P23/04#20 Committee Clerk’s Report
to receive and note update from Town Clerk

Nothing to report

P23/04#21 Town Clerk’s Appraisal
To confirm the panel of councillors to conduct the Town Clerk’s appraisal.

The Sub-Committee agreed that for future years a target date of March should be met. The appraisal should be carried out annually by a panel comprising the Chair of the Personnel Sub-Committee, the Management Committee Chair, and the Chair of the Council.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Utting

RESOLVED – to approve a panel consisting of Councillors O’Driscoll, Roberts, and Utting to carry out the Clerk’s 2023 Appraisal.

P23/04#22 NEST Pension Scheme [Deferred from February Meeting P23/02#10]
To review the option of allowing staff to participate in the NEST salary sacrifice scheme.

The Sub-Committee agreed this could be advantageous to employees wishing to take part. It was proposed that an update should be provided at a future meeting to show the impact on contributions.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to approve delegated authority for the Clerk to negotiate with staff wishing to join the Salary Sacrifice Scheme, subject to there being no financial impact to the Council. The Sub-Committee agreed that any reduction in cost to the Employer’s National Insurance contributions should be added to the employee’s pension.

P23/04#23 Job Evaluation
To approve expenditure to appoint an external consultant to undertake job evaluations to include salary reviews and agree which posts should be included.

An application was made to waive Financial Regulations [Fin. Reg. 11.1 (d)] to enable the price to be negotiated without competition on the basis that the proposed consultant had the necessary experience, and in addition could provide local context having carried out a similar exercise at another town council within the county.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Utting

RESOLVED – to recommend to the Management Committee that authority be given for £2000 expenditure to engage an outside consultant in carrying out job evaluations for all posts within the Council’s staffing structure.

P23/04#24 Employee Handbook – Disciplinary Process

i) to review the Council’s grievance/dismissal processes

It was acknowledged that some tidying up was necessary to reflect the changes to the Council’s governance structure and to ensure measures were in place for a clear process should at any time in the future it be needed.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Stark

RESOLVED – to approve the proposed amendments to the Employee Handbook.

ii) to agree recommendations to the Scheme of Delegation in relation to authority to take decisions on personnel matters

The Sub-Committee recognised there was need for transparency in relation to employment matters and that the proposed changes would ensure clarity.

RESOLVED – to recommend to the Management Committee approval to amend the Scheme of Delegation for personnel matters.

**P23/04#25 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 P23/04#17 above refers)**

Staff in Confidence - Staffing Update

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

Appraisals

All staff appraisals were completed during March

Recruitment

The Town Centre Cleansing Operative post had been advertised with a closing date of 14th April

2023/2024 Pay Award

Negotiations between the National Employers and Unions have to date failed to reach an agreement

RESOLVED – to receive and note the report.

There being no further business the meeting closed at 8.00 pm

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Personnel Sub-Committee

held on Tuesday 13th June 2023 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillor L Delves – Chair
Councillors C Bartrum, D Ciolte, S Freer, 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.

P23/06#26 Apologies for Absence
[Local Government Act 1972 s85 \(1\)](#)
All present

P23/06#27 Declarations of Interest
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)
None

P23/06#28 Dispensations
None

P23/06#29 Public Participation
[Standing Orders Clause 3 \(e, f, g & h\)](#)
There were no members of the public present.

P23/06#30 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
Unanimous

Seconded: Councillor Freer

RESOLVED – that agenda item P23/06#35 - ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

P23/06#31 Election of Deputy Personnel Sub-Committee Chair

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Delves

RESOLVED – to appoint Councillor Freer to be the Deputy Chair of the Personnel Sub-Committee.

P23/06#32 Personnel Sub-Committee Meeting Minutes

LGA 1972, Sch 12 para41 (1).

To confirm and sign the minutes of the previous extra ordinary meeting of the Personnel Sub-Committee held on Tuesday 11th April 2023.

RESOLVED – that the minutes of the previous extra ordinary meeting of the Personnel Sub-Committee held on Tuesday 11th April 2023 be signed as a correct record.

P23/06#33 Action Review Summary (for information only)

To receive, review and agree priorities in relation to outstanding actions

- DBS Policy – no progress, agenda item for future meeting
- Employee Handbook – a full review had been done by the Council’s HR Advisor and was having a final proofing prior to circulation

RESOLVED – to receive and note the report.

P23/06#34 Committee Clerk’s Report

to receive and note update from Town Clerk

- Local Government Pay Claim 2023/4 – negotiations are still ongoing

P23/06#35 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 P23/06#17 above refers)

Staff in Confidence - Staffing Update

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

- NEST Salary Sacrifice Scheme is now set up and available
- Two staff members are due to complete their probationary periods successfully and will be confirmed as permanent staff members

Job Evaluation

- i) *to receive and note the confidential report from the external consultant regarding the job evaluations*

The Councillors felt the report reflected the changes in the Council since the previous evaluation had been done and accurately presented the current situation.

RESOLVED – to receive and note the report.

- ii) *to consider the Summary of Assessments and discuss options relating to the implementation for recommendation to Full Council/Management*

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Stark

RESOLVED – to recommend to the Management Committee the proposed increases as set out in the Summary of Assessments in the Confidential Report.

Proposed: Councillor Stark
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to recommend to the Management Committee that the changes should be effective from 1st August 2023.

There being no further business the meeting closed at 8.15pm

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Chairman

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Date



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Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Personnel Sub-Committee

held on Tuesday 3rd October 2023 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillor L Delves – Chair
Councillors C Bartrum, D Ciolte, S Freer, 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.

P23/10#36 Apologies for Absence
[Local Government Act 1972 s85 \(1\)](#)

P23/10#37 Declarations of Interest
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)
None

P23/10#38 Dispensations
None

P23/10#39 Public Participation
[Standing Orders Clause 3 \(e, f, g & h\)](#)
There were no members of the public present.

P23/10#40 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 Utting
Unanimous

Seconded: Councillor Bartrum

RESOLVED – that agenda item P23/10#44 - 'Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

P23/10#41 Personnel Sub-Committee Meeting Minutes
[LGA 1972, Sch 12 para41 \(1\)](#)
To confirm and sign the minutes of the previous extra ordinary meeting of the Personnel Sub-Committee held on Tuesday 13th June 2023.

RESOLVED – that the minutes of the previous extra ordinary meeting of the Personnel Sub-Committee held on Tuesday 13th June 2023 be signed as a correct record.

- P23/10#42 Action Review Summary** (for information only)
To receive, review and agree priorities in relation to outstanding actions
 - DBS Policy – still outstanding
All other actions complete.

7.05pm Cllr Ciolte arrived at the meeting

RESOLVED – to receive and note the report.

- P23/10#43 Committee Clerk’s Report**
to receive and note update from Town Clerk
 - Local Government Pay Claim 2023/4 – negotiations are still ongoing

- P23/10#44 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 P23/10#40 above refers)**

Staff in Confidence

- i) *To receive a verbal report from the Town Clerk in relation to Staff Updates*
 - One member of staff due to complete their six-month probationary period at the beginning of November
 - Mid-term staff appraisals have commenced to review objectives set

RESOLVED – to receive and note the verbal report.

- ii) *to receive and accept the Town Clerk’s resignation effective 31st December 2023*

The Sub-Committee thanked the Clerk for her commitment and work over the last eight years.

- iii) *to confirm and authorise documents for the recruitment of a successor and agree timetable for recommendation to Full Council*

The documents were approved subject to several minor alterations, and it was proposed, subject to Full Council approval, that HALC should be engaged to manage the recruitment process. The Town Clerk was invited to be part of the Panel but without any voting rights.

Proposed: Councillor Utting	Seconded: Councillor Delves
Unanimous	

RESOLVED – to recommend to Full Council approval to authorise HALC to manage the recruitment process for a new town clerk based on the documents prepared and to agree an interview panel comprising Councillors Stark, Utting and Delves, with Councillor Freer as the substitute.

- iv) *to consider a proposal to streamline the staff establishment*

Proposed: Councillor Utting	Seconded: Councillor Ciolte
Unanimous	

RESOLVED – to recommend to Full Council the proposed changes to the existing staff establishment.

There being no further business the meeting closed at 8.05pm



Ross-on-Wye Town Council

Minutes of the extra ordinary meeting of the **Personnel Sub-Committee**

held on Tuesday 12th December 2023 at 6.30pm
at The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors L Delves – (Chair) C Bartrum, S Freer, and L Stark
Ex-officio member: Councillor J Utting

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

P23/12#45 Apologies for Absence
[Local Government Act 1972 s85 \(1\)](#)
None
Absent – Councillor Ciolte

P23/12#46 Declarations of Interest
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)
None

P23/12#47 Dispensations
None

P23/12#48 Public Participation
[Standing Orders Clause 3 \(e, f, g & h\)](#)
There were no members of the public present.

P23/12#49 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
Unanimous

Seconded: Councillor Utting

RESOLVED – that agenda item P23/12#54 - 'Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

P23/12#50 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 3rd October 2023.

RESOLVED – that the minutes of the previous ordinary meeting of the Personnel Sub-Committee held on Tuesday 3rd October 2023 be signed as a correct record.

P23/12#51 Action Review Summary (for information only)

To receive, review and agree priorities in relation to outstanding actions

- DBS Policy – still outstanding
- All other actions complete.

RESOLVED – to receive and note the report.

P23/12#52

Committee Clerk’s Report

to receive and note update from Town Clerk
Nothing to report

P23/12#53

Recruitment Panel – Deputy Town Clerk Post

To confirm Councillors responsible for interviewing and appointing the new Deputy Town Clerk.

Proposed: Councillor Delves
For: 3 Abstention: 2

Seconded: Councillor Bartrum

RESOLVED – to appoint Councillors Freer and Stark and the Town Clerk designate to the Interview Panel and to authorise them to make an offer of employment within the terms of the advertised post.

P23/12#54

**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 P23/12#49 above refers)**

Staff in Confidence

i) to receive a verbal report from the Town Clerk in relation to Staff Updates

- Interviews for the vacant post of Town Centre Cleansing Operative due to be held 14th December

RESOLVED – to receive and note the verbal report.

ii) To confirm proposed amended line management responsibilities for the Deputy Town Clerk

Councillors agreed that the imminent staffing changes provided an opportunity to clarify line management responsibilities to include the Tourism & Marketing Manager.

Proposed: Councillor Stark
Unanimous

Seconded: Councillor Utting

RESOLVED – to confirm with immediate effect the proposed changes under the authority set out within the Scheme of Delegation.

There being no further business the meeting closed at 6.56pm

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Chairman

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Date