



# Ross-on-Wye Town Council

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

held on Monday 12<sup>th</sup> February 2024 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: Carla Boyles – Town Clerk  
There were no members of the public and no members of the press present.

**P24/02#01 Apologies for Absence**

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

None

Absent – Councillor Ciolte

**P24/02#02 Declarations of Interest**

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

None

**P24/02#03 Dispensations**

None

**P24/02#04 Public Participation**

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

There were no members of the public or press present.

**P24/02#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 Bartrum

Unanimous

**RESOLVED – that agenda item P24/02#11 - ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**P24/02#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 12<sup>th</sup> December 2023.*

**RESOLVED – that the minutes of the previous ordinary meeting of the Personnel Sub-Committee held on Tuesday 12<sup>th</sup> December 2023 be signed as a correct record.**

6.31pm Councillor J Utting and Councillor S Freer joined the meeting.

**P24/02#07 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.**

**P24/02#08**

**Committee Clerk’s Report**

*to receive and note update from Town Clerk*

The Town Centre Cleansing Operative post was currently being re-advertised with a closing date of the 16<sup>th</sup> February.

**P24/02#09**

**Worcestershire Pension Fund**

*To consider the proposed changes to the Pension Administration Strategy and agree any comments for submission*

**RESOLVED – to note the proposed changes, but that no comments be submitted.**

**P24/02#10**

**Policies**

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

- i) LGPS Discretions Policy [Last reviewed February 2023]*

Proposed: Councillor Stark  
Unanimous

Seconded: Councillor Delves

**RESOLVED – to approve the draft policy.**

**P24/02#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 P24/02#05 above refers)**

**Staff in Confidence**

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

- A new model contract had been released for local government staff. Worknest were due to undertake a contract and handbook review in May/June 2024. There were employment law changes to flexible working requests from April 2024.

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

- i) to review the job description and person specification for the Community Development Officer role*

- ii) To agree delegated authority to the Town Clerk and Deputy Town Clerk designate to manage the recruitment process for the Community Development Officer, to include appointing a suitable candidate*

A draft job description and person specification were considered and proposed recruitment timescales discussed.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Delves

**RESOLVED – to approve the draft Community Development Officer job description and person specification. Authority was delegated to the Town Clerk to manage the recruitment process, including appointment of a suitable candidate on SCP 11.**

There being no further business the meeting closed at 6.49pm.

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Chairman

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Date