



Ross-on-Wye Town Council

Minutes of the extra ordinary meeting of the
Personnel Sub-Committee
held on Monday 22nd April 2024 at 7.00pm
at Town Hall, Cantilupe Road, Ross-on-Wye. HR9 7AN

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.

P24/04#12 Apologies for Absence

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

None

Absent – Councillor Ciolte

P24/04#13 Declarations of Interest

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

None

P24/04#14 Dispensations

None

P24/04#15 Public Participation

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

There were no members of the public or press present.

P24/04#16 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 (Staff in Confidence).

Proposed: Councillor Freer

Seconded: Councillor Utting

Unanimous

RESOLVED: That agenda item P24/04#20 - 'Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

P24/04#17 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 12th February 2024.

RESOLVED – that the minutes of the previous extra ordinary meeting of the Personnel Sub-Committee held on Tuesday 12th February 2024 be signed as a correct record.

P24/04#18 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.

P24/04#19 Committee Clerk’s Report
to receive and note update from Town Clerk
None.

P24/04#20 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 P24/04#16 above refers)

Staff in Confidence

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

- *Appraisals – outcomes & objectives*
All staff had undertaken the appraisal process over the past month and an update on the outcomes and objectives was provided.
- *Staff recruitment*
The latest recruitment process for a Community Development Officer had been successful and a candidate had been offered the job and accepted. She had to give six weeks’ notice to her current employer and would start on the 3rd June 2024. Unfortunately the Town Centre Cleansing Operative post had not been filled and would be readvertised again this week. The hours of work would be adjusted to be Tuesday-Saturday, rather than Wednesday-Sunday, to see if this would increase interest. Agencies and temporary arrangements had been investigated but had so far proven unsuccessful. There could be the possibility of using EnviroAbility for two days a week on a temporary basis.
- *Staff absence*
An update on staff absence was provided.
- *Probationary staff members*
Arrangements for review at the end of the Town Clerk’s probationary period was discussed. Arrangements for an appraisal for the Town Clerk were also considered.

RESOLVED: To receive and note the verbal report. It was agreed for HALC to undertake the Town Clerk’s end of probationary period review as this had been included as part of the recruitment service provided by HALC. It was agreed for Councillors Utting, Stark and Delves to carry out the Town Clerk’s appraisal and the appraisal form would be circulated to them.

There being no further business the meeting closed at 7.40pm.

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Chairman

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Date