



# Ross-on-Wye Town Council

## **NOTICE IS HEREBY GIVEN** of an extra ordinary meeting of the **Personnel Sub-Committee**

Date: Monday 22<sup>nd</sup> April 2024

Time: 7.00pm

Place: Town Hall, Cantilupe Road, Ross-on-Wye, HR9 7AN

### **AGENDA**

Dear Councillor,

You are summoned to an Extra - Ordinary Meeting of the Personnel Sub-Committee of Ross-on-Wye Town Council on **Monday 22<sup>nd</sup> April 2024 at 7.00pm.**

The meeting will consider the items set out below.

Mrs C Boyles PSLCC MAAT  
Town Clerk

Date: 17<sup>th</sup> April 2024

#### FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 2018.

#### **P24/04#12 Apologies for Absence**

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

To receive and approve any apologies for absence.

#### **P24/04#13 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\)](#)

To receive any declaration of Councillors' interests.

#### **P24/04#14 Dispensations**

[Localism Act 2011 S33\(1\)](#)

To receive any written dispensations from councillors declaring an interest

#### **P24/04#15 Public Participation**

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

Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting. Subject to

the above a member of the public shall not speak for more than five minutes. In accordance with this, a question shall not require a response at the meeting not start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

**P24/04#16 To resolve to exclude member of the press and public - 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).**

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

**P24/04#17 Personnel Sub-Committee Meeting - Minutes**

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous extra-ordinary meeting of the Personnel Sub-Committee held on Monday 12<sup>th</sup> February 2024.

**P24/04#18 Action Review Summary** (for information only)

To receive, review and agree priorities in relation to outstanding actions (report attached).

**P24/04#19 Committee Clerk's Report** - to receive and note update from Town Clerk (for information only)

**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
- Staff recruitment
- Staff absence
- Probationary staff members

**Committee Members:** Councillors C Bartrum, D Ciolte, L Delves (Chairman), S Freer and L Stark,  
**Ex officio member:** Councillor J Utting