

LEIGHTON-LINSLADE TOWN COUNCIL

PERSONNEL SUB-COMMITTEE

MONDAY 16 OCTOBER 2017 AT 1930 HOURS

Present: Councillors: D Bowater
G Perham (substituting for K Cursons)
E Wallace – in the Chair
K Ferguson
J Freeman
C Palmer

Other: M Saccoccio (Town Clerk)
S Sandiford (Head of Democratic & Central
Services)
Cllr C Perham

Members of the public: 0

111/PR APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor K Cursons (substituted by Councillor G Perham).

112/PR DECLARATION OF INTERESTS

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting. No declarations were made.

113/PR QUESTIONS FROM THE PUBLIC

No members of the public were present.

114/PR MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 10 July 2017 were received.

Minute reference 105/PR: a number of dates were suggested for the Town Clerk's appraisal – to be confirmed later by email.

Minute reference 109/PR – the Sub-Committee was advised that appointments had been made to the two positions.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 10 July 2017 be approved as a correct record and were signed accordingly.

115/PR APPRAISALS

The Sub-Committee received a report in respect of the Employee Appraisal Procedure, adopted by Council in June 2015 and now in its second year. The Sub-Committee was reminded that initial appraisals had taken place during 2016 but that no formal scoring had been employed, due to the introduction of new Core Competencies. Following recent training for all staff, employee appraisals for 2017 were now underway and would include an overall score.

A number of queries were raised and discussed regarding the appraisal process. It was suggested that ideally, appraisals would be completed during the first quarter of each year (April – June). The Sub-Committee noted the information and would expect to receive a final report at the next meeting outlining the results and outcomes arising from the appraisal process.

RESOLVED to note the report.

116/PR HOME WORKING PROTOCOL

The Sub-Committee received a draft Home Working Protocol for comment. It was noted that this was anticipated to be for very occasional use only, as a number of other policies and options existed to cover eventualities such as unexpected sickness of dependents. There was no proposal to consider any regularised home working at the present time but flexible working options could potentially be given further consideration in future.

The Sub-Committee expressed support for the protocol.

RESOLVED to note the Home Working Protocol.

117/PR SERVICE LEVEL AGREEMENT: SIX MONTHLY UPDATE REPORT

The Sub-Committee received a six-monthly update report in respect of the Service Level Agreement with Luton Borough Council for Human Resources support services. It was noted that the contract was now within the last six months of the two year term. The Sub Committee suggested that more specific or qualitative information might be helpful when looking at contract renewal options.

RESOLVED to note the report.

118/PR EXCLUSION OF THE PUBLIC

The Sub-Committee considered that any further discussion regarding staffing matters would be prejudicial to the public interests.

RESOLVED that, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the

confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding staffing matters.

119/PR STAFFING MATTERS

The Sub-Committee received a report regarding staffing matters. Discussion took place regarding the new IR35 regulations affecting contractors and employers and the potential impact of offering a contract for a longer duration than one year.

RESOLVED to:

- (i) Extend the current contractual arrangement providing interim cover for the delivery of the council's annual event programme to 31 March 2018.**
- (ii) Agree in principle the extension of the current external contractual arrangement for a further year after 31/3/18 (1/4/18 – 31/3/19) with a notice period of three months from either party.**

The meeting closed at 2015 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 16 OCTOBER 2017.

CHAIR

8 JANUARY 2018