

LEIGHTON-LINSLADE TOWN COUNCIL
MINUTES OF PERSONNEL SUB COMMITTEE

MONDAY, 25 MARCH 2019 AT 7.30 PM

Present: Councillors E Wallace (Chair)
 K Cursons
 K Ferguson
 M Freeman
 B Spurr

Also in attendance: M Saccoccio, Town Clerk
 S Sandiford, Head of Democratic and Central
 Services

Members of the public: 0

163/PR APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor D Bowater.

164/PR DECLARATIONS OF INTEREST

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.

165/PR QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)

No members of the public were present.

166/PR MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 7 January 2019 were received.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 7 January 2019 be approved as a correct record and were signed accordingly.

167/PR HUMAN RESOURCES SERVICE LEVEL AGREEMENT REPORT

The Sub-Committee received and considered a six monthly update report regarding the Human Resources/Occupational Health service level agreement with Luton Borough Council.

RESOLVED to note the report.

168/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 Employee Assistance Programme Renewal and Staffing Matters.

169/PR EMPLOYEE ASSISTANCE PROGRAMME RENEWAL

The Sub-Committee received and considered a report to renew the contract for an Employee Assistance Programme for Town Council staff. It was noted that the scheme, which offered both telephone and internet based support, had been accessed by employees during the last year and provided a range of services. Comparative quotes indicated that the service remained good value for money. It was unanimously agreed to renew the existing agreement for a further two year period.

RESOLVED to:

- i) **enter into another Employee Assistance Programme contract for a two-year period from 1 April 2019 until 31 March 2021, to provide Town Council employees with support and assistance.**
- ii) **renew with the existing provider to maintain continuity of service and value for money.**

S Sandiford left the meeting at 1945 hours.

170/PR STAFFING MATTERS

The Sub-Committee had received a written report from the Town Clerk in advance of the meeting and a brief verbal update was given. Following a short discussion, the recommendations contained within the report were unanimously agreed.

RESOLVED to endorse the recommendations contained within the Town Clerk's report.

The meeting closed at 7.57 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 25 MARCH 2019.

Chair

1 JULY 2019