



Mark Saccoccio

Town Clerk

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15 March 2019

To: Members of the Personnel Sub Committee (Councillors E Wallace, D Bowater, K Cursons, K Ferguson, M Freeman and B Spurr)
(Copies to all Town Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of **Personnel Sub Committee** to be held on **Monday, 25 March 2019** commencing at **7.30 pm** in the The Council Chamber, The White House, Hockliffe Street, Leighton Buzzard, Beds LU7 1HD.

**THIS MEETING MAY
BE RECORDED ***

A handwritten signature in blue ink that reads 'Mark Saccoccio'.

M Saccoccio
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

2. DECLARATIONS OF INTEREST

(i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.

(ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

3. QUESTIONS FROM THE PUBLIC (3 MINUTES PER PERSON; MAXIMUM 15 MINUTES)

To receive questions and statements from members of the public in respect of any item of business included in the agenda, as provided for in Standing Order No.s 1(f) and 1(h).

4. MINUTES OF PREVIOUS MEETING (Pages 1 - 4)

To receive and approve as a correct record the minutes of the Personnel Sub-Committee meeting held on 7 January 2019.

5. HUMAN RESOURCES SERVICE LEVEL AGREEMENT REPORT (Pages 5 - 8)

To receive a six-monthly update report regarding the Human Resources/Occupational Health service level agreement (attached) and to consider the recommendation/s contained therein.

6. EXCLUSION OF THE PUBLIC

The Sub-Committee may consider it appropriate to consider the following resolution should they consider that any discussion would be prejudicial to the public interests: 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.

7. EMPLOYEE ASSISTANCE PROGRAMME RENEWAL (Pages 9 - 12)**8. STAFFING MATTERS**

* Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member, officer or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.

LEIGHTON-LINSLADE TOWN COUNCIL

MINUTES OF PERSONNEL SUB COMMITTEE

MONDAY, 7 JANUARY 2019 AT 7.30 PM

Present: Councillors E Wallace (Chair)
 D Bowater (Vice-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
Members of the press 0

155/PR **APOLOGIES FOR ABSENCE**

No apologies had been received.

156/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.

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

No members of the public were present.

158/PR **MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 8 October 2018 were received.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 8 October 2018 be approved as a correct record and were signed accordingly.

159/PR **EMPLOYEE HANDBOOK**

The Sub-Committee received a report requesting that consideration be given to proposed changes to the Employee Handbook, which formed part of the terms and conditions of employment for staff. Changes were simply to reflect changes in adopted policies and procedures and had been reviewed by the Council's retained HR provider.

RESOLVED to note the report.

RECOMMENDED to the Policy and Finance Committee to approve the proposed changes to the Employee Handbook.

160/PR **CORPORATE VALUES**

The Sub-Committee received a report in respect of the potential to adopt "corporate values" or "behaviours" which, on being adopted by Council, would apply equally to elected Members and to employees of the Council. It was suggested that staff and Councillors be consulted on the proposed values/behaviours and that final proposals be brought to Council later in 2019.

RESOLVED:

- (i) **To note the report.**
- (ii) **To approve, in principle, the development of council-wide core organisational values/behaviours which would apply equally to Councillors and employees.**
- (iii) **To approve that following a consultation process with staff and elected Members, proposals be brought to Council later in 2019.**

161/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.

162/PR **STAFFING MATTERS**

The Sub-Committee received a brief verbal update in respect of several staffing matters.

RESOLVED to note the information.

The meeting closed at 8.11 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 7 JANUARY 2019.

Chair

25 March 2019

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Personnel Sub-Committee

Date: 25 March 2019

Title: Human Resource service – six monthly report (Oct '18 – Mar '19)

Purpose of the Report: To summarise progress in accordance with the Human Resource Service delivered by Luton Borough Council. This is the second report under the new Service Level Agreement (01.04.18 – 31.03.21).

Contact Officer: Sarah Sandiford, Head of Democratic and Central Services

Corporate Objective/s	LLTC Three Year Plan – Aim 1 (to consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council).	
Implications:		
Financial	X	Within revenue budget
Human Resources	X	
Operational/Service delivery	X	
Risk/Health and Safety	X	

1. RECOMMENDATION/S

Should members be minded, the proposals are:

- 1.1 To consider and note the report.

2. BACKGROUND

- 2.1 Luton Borough Council has been providing Human Resources support, advice and guidance to Leighton Linslade Town Council since 1st April 2014 when both parties entered into their first service level agreement. This agreement has recently been renewed for the third time with Luton Borough Council continuing to provide this service up to 31st March 2021.

Under the terms of the Agreement, a six-monthly monitoring report is to be prepared for presentation to Personnel Sub Committee. This is the second report in accordance with the new agreement.

- 2.2 The provision of the HR service gives managers within Leighton Linlade Town Council access to experienced and qualified HR practitioners who offer advice and guidance in all employment matters and procedures. In addition, the Service extends to Councillors and the Mayor for all matters associated with Town Council employment.
- 2.3 The HR Service offers telephone and email access as well as face to face practical support. The underpinning goal of the agreement is to provide HR support to managers and supervisors in supporting, developing and managing their employees to improve standards and achieve the strategic and operational goals of the Town Council.

3. INFORMATION

3.1 The Human Resource Advice & Support Service has provided advice and guidance on a number of key areas in the period October 2018 to March 2019:

3.2 These areas include:

- Revisions to Employee Handbook
- Use of Contractors
- Sickness Absence Management
- Varying contracts of employment
- DBS queries
- Managing maternity leave
- Casual workers and Holiday Pay
- Implementation of Pay Award/Revised Salary Scales

4 BUDGET IMPLICATIONS

4.1 None

5 OTHER CONSIDERATIONS

5.1 Update on Occupational Health Usage

An Occupational Health Service is provided as part of the Service Level Agreement between LLTC and Luton Borough Council. This service gives the Council access to experienced and qualified Occupational Health Advisers. The Occupational Health Advisers offer a wide range of support to managers and employees, providing advice and guidance to ensure a healthy workforce and

compliance with the relevant employment legislation in particular with regard to disability, a protected characteristic under the Equality Act 2010. The service includes post offer health assessments, advice on all types of sickness absence and advice regarding reasonable adjustments.

Occupational Health Advisers have conducted meetings with Council employees subject to the formal stages of the Council's sickness absence procedure and provided managers with advice and guidance on recurrent and long term absences both verbally and by written report.

Occupational Health have conducted meetings at employee homes when a meeting at Council Offices is not possible and have obtained medical reports from GP's and Consultants where necessary.

Occupational Health Advisers are able to signpost Managers and employees to support services available through the NHS or local support and community groups

Their advice and guidance has been invaluable at Final Stage Sickness Hearings conducted by the Council.

The Occupational Health Advisers are contactable by telephone or email and any queries will be responded to within one working day.

6 CONCLUSION

- 6.1 This is the second report under the terms of the new service level agreement. The next report will be presented at Personnel Sub Committee in October 2019.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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