

LEIGHTON-LINSLADE TOWN COUNCIL
MINUTES OF PERSONNEL SUB COMMITTEE

MONDAY, 22 OCTOBER 2018 AT 7.30 PM

Present: Councillors E Wallace (Chair)
 D Bowater (Vice-Chair)
 K Cursons
 C Palmer

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

146/PR APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors J M Freeman, B Spurr and K Ferguson (substituted by Cllr C Palmer) and from the Head of Grounds and Environmental Services.

147/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.

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

No members of the public were present.

149/PR MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 2 July 2018 were received.

Minute reference 145/PR: it was noted that all matters had now been resolved.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 2 July 2018 be approved as a correct record and were signed accordingly.

150/PR HUMAN RESOURCES SERVICE LEVEL AGREEMENT REPORT

The Sub-Committee received and considered a six monthly report (April 2018 – September 2018) outlining the different elements of Human Resources support delivered by the retained HR provider Luton Borough Council.

RESOLVED to note the report.

151/PR APPRAISALS

The Sub-Committee received a verbal update regarding 2018 staff appraisals and noted that several were still to be completed before the end of November.

The Sub-Committee received a summary of initial results from a recent staff survey which indicated positive levels of staff satisfaction regarding their working environment and the appraisal procedure. It was identified that the induction process and communications could potentially be further improved and that the development of an organisational culture/set of values could be valuable. It was agreed to discuss these further at the next meeting.

RESOLVED:

- (i) To note the report.**
- (ii) To appoint Councillors D Bowater, K Cursons and E Wallace to undertake the Town Clerk's appraisal for 2018.**

152/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

- a. Staffing Sickness Absence**
- b. Staffing Matters**

153/PR STAFF SICKNESS ABSENCE

The Sub-Committee received a report summarising staff sickness absence during the period July 2017 – June 2018.

It was noted that several incidences of sickness had resulted in referrals to the occupational health service and agreed to review this further at the next

meeting.

RESOLVED to note the report.

154/PR **STAFFING MATTERS**

The Sub-Committee received a report regarding staffing in the Grounds and Environmental Services department.

RESOLVED:

- (i) To note the report.**
- (ii) To support, in principle, the creation of the post of Grounds and Environmental Services Supervisor.**
- (iii) That the job description be evaluated by the Town Council's Human Resources support provider**
- (iv) That for budgetary purposes, whilst awaiting external evaluation of the job description, that the new post be considered at a salary grade of SCP 30-34.**

The meeting closed at 8.20 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 22 OCTOBER 2018.

Chair

7 JANUARY 2019