

LEIGHTON-LINSLADE TOWN COUNCIL
MINUTES OF PERSONNEL SUB COMMITTEE
MONDAY, 6 JANUARY 2020 AT 7.30 PM

Present: Councillors A Dodwell (Chair)
 D Bowater
 R Goodchild
 S Jones
 D Scott
 M Freeman

Also in attendance: M Saccoccio, Town Clerk
 S Sandiford, Head of Democratic and Central
 Services
 V Cannon, Head of Cultural and Economic
 Services (part meeting)

Members of the public: 0
Members of the press 0

19/PR APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor K Cursons (substituted by Councillor J M Freeman)

20/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.

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

No members of the public were present.

22/PR MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 14 October 2019 were received.

Minute reference 18/PR (recommendations arising from the Astral Park Task and Finish Group) – it was noted that the organisational change process was underway, with informal consultation started and formal consultation due to start on 13 January 2020 (until 26 February 2020). Outcomes would be reported to the next Sub Committee meeting.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 14 October 2019 be approved as a correct record and were signed accordingly.

23/PR EXCLUSION OF THE PUBLIC

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.

24/PR STAFF APPRAISALS

The Sub-Committee received a report summarising the employee appraisal procedure and progress to date with appraisals for 2019-20. It was anticipated that all appraisals would be completed by the next meeting.

Feedback from the panel undertaking the Town Clerk's appraisal was that they had found the process very useful. It was stressed that the achievement of set objectives should be highlighted and that only a summary was required.

RESOLVED to note the report.

25/PR CULTURAL & ECONOMIC SERVICES STAFFING

The Sub-Committee received a report regarding staffing of the Cultural and Economic Services function, which had undergone a number of changes in the last couple of years. This included a move towards contracting in specialist services for market support and event production and it was proposed that these arrangements should continue. Recommendations were agreed unanimously.

RESOLVED:

- (i) To endorse that restrictive tenders be invited for market support services securing for 1 year incorporating the option to extend to 3 years using the existing budget as per paras 3.3 and 3.4 in the covering report.**
- (ii) To recommend to Policy and Finance creating a new budget line for Market Consultancy utilising the above identified budget at 1.1 in the covering report.**
- (iii) To recruit to the new substantive post of Cultural and Economic Services Support Officer for up to 20hrs per week, subject to job evaluation and confirmation of budget, and**

that as per organisational change the position is first offered to the officer at threat of redundancy as per para 3.4 in the covering report.

- (iv) To endorse that restrictive tenders be invited for contracted event production services securing for 1 year incorporating the option to extend to 3 years using the existing budget (identified as Event Consultancy 4013/101), as per paras 4.2 and 4.3 in the covering report.**

26/PR STANDBY & CALLOUT POLICY

The Sub-Committee received a covering report regarding the requirement, should Council adopt the proposed Community Emergency Plan, for a standby and call out policy for any employees on-call. There was no current provision for standby/call out in employee contracts, as any rare “emergency” situations which arose were dealt with on an ad-hoc basis and were very infrequent.

The proposed policy would only apply for named individuals and in the event of an emergency being declared by the principal authority in accordance with its emergency procedures.

RECOMMENDED to the Policy and Finance Committee that the Standby and Call Out Policy be recommended to Council for approval, subject to the Community Emergency Plan being adopted by Council.

The meeting closed at 7.58 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 6 JANUARY 2020.

Chair

6 JULY 2020