



**Personnel Sub-Committee**

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**Date:** 23<sup>rd</sup> March 2020

**Title:** Human Resource Service – Six Monthly Report (Oct’ 19 – Mar’ 20)

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

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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	
Human Resources	
Operational/Service delivery	
Legal/Health and Safety	To ensure that Council procedures reflect new legislation coming into force in April 2020.

**1. RECOMMENDATIONS:**

**Should the Sub-Committee be minded, the recommendations are:**

**1.1 To note the report.**

**1.2 To note that the Council’s Compassionate and Special Leave Procedure must be updated to incorporate the legal entitlements to employees resulting from the Parental Bereavement Leave and Pay Act 2018.**

## **2. BACKGROUND**

2.1 Luton Borough Council have been providing Human Resources support, advice and guidance to Leighton Linlade Town Council since 1<sup>st</sup> April 2014 when both parties entered into their first service level agreement. This agreement has been renewed for a third time with Luton Borough Council continuing to provide this service up to 31<sup>st</sup> 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 fourth report in accordance with the current 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 2019 to March 2020:

3.2 These areas include:

- Sickness Absence
- Making reasonable adjustments
- Organisational Change projects
- Disability Leave
- Conducting Disciplinary Investigations
- Standby and Call out Allowance
- Job Evaluation of new posts
- Maternity – Keeping in touch days and holiday entitlement
- Suitable Alternative employment
- Ending fixed term contracts

3.3 Coronavirus – advice and guidance on recording of absence and sick pay entitlement.

3.4 HR advice has also been sought in respect of legislative changes which come into effect from April 2020, regarding parental bereavement leave and pay, and changes to written statements of employment particulars.

- 3.5 The Council's Compassionate and Special Leave Procedure will need to be updated to incorporate the legal entitlements to employees as a result of the Parental Bereavement Leave and Pay Act 2018.

#### **4 CONCLUSION**

- 4.1 This is the fourth report under the terms of the new service level agreement. The next report will be presented at Personnel Sub Committee in October 2020.

**End.**