

**LEIGHTON-LINSLADE TOWN COUNCIL**

**PERSONNEL SUB-COMMITTEE**

**MONDAY 4 JANUARY 2021 AT 1930 HOURS**

Present: Councillors: A Dodwell (Chair)  
S Jones  
D Scott  
D Bowater  
K Cursons  
R Goodchild

Other: M Saccoccio (Town Clerk)  
S Sandiford (Head of Democratic & Central Services)  
V Cannon (Head of Cultural & Economic Services) – part meeting  
Cllr F Kharawala

Members of the public: 0

**50/PR APOLOGIES FOR ABSENCE**

No apologies for absence had been received.

**51/PR DECLARATION OF INTERESTS**

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.

**52/PR QUESTIONS FROM THE PUBLIC**

No members of the public were present.

**53/PR MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 12 October 2020 were received.

Minute reference 45/PR – it was noted that information about the renewal of the Human Resources/Occupational Health service level agreement would be brought to the next meeting of the Sub-Committee.

**RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 12 October 2020 be approved as a correct record and would be signed at a later date when safe to do so.**

**54/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.

**55/PR STAFFING MATTERS**

The Sub-Committee received a report regarding the creation of two job posts within existing salaries budget to support the delivery of the market service. Draft job descriptions were provided, which are subject to evaluation by Luton Borough Council. On being proposed and seconded, the recommendations were carried unanimously.

**RESOLVED:**

- (i) To endorse the creation of job post “Cultural and Economic Support Officer (Markets)” and recruit to the post on an 18-month fixed term contract.**
- (ii) To endorse the creation of job post “Market Supervisor” and recruit to the post on a casual contract basis in order to meet holiday and potential sickness absence of the Market Manager.**
- (iii) That the two posts be evaluated by Luton Borough Council in its capacity as the retained Human Resources consultant to ensure the salaries are representative of the job descriptions.**

V Cannon left the meeting.

The Sub-Committee received a report providing the current staffing structure and a reminder of the background to its creation, following a review in 2013. The report highlighted some changes since the organisational change process in 2013. It was believed that the current structure was effective to meet ongoing Town Council delivery functions as well as council objectives as set out within its five year plan.

Challenges within the last twelve months had primarily arisen from the Covid-19 pandemic but there had also been some additional work pressures for officers, for example a notable increase in the number of meetings and an increase in complex requests made by elected Members. The Sub Committee was asked to consider ways in which additional and unplanned work pressures could be managed in order to ensure no adverse impact on officers’ ability to meet ongoing and pre-planned objectives and deadlines.

To discuss the above as well as possible future changes in Council service delivery or responsibilities which might require different or additional staffing, it was agreed that Members (of all political groups and independent councillors) would hold discussions informally prior to the next meeting of the Sub-Committee on 22 March 2021.

The meeting closed at 2002 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 4 JANUARY 2021.

CHAIR

22 MARCH 2021

DRAFT