

LEIGHTON-LINSLADE TOWN COUNCIL

PERSONNEL SUB-COMMITTEE

MONDAY 21 MARCH 2016 AT 1400 HOURS

Present: Councillors: D Bowater – in the Chair
A Dodwell
K Cursons
R Berry (substituting for J M Freeman)
C Palmer
B Spurr

Officers: M Saccoccio (Town Clerk)
T Quinn (TACTIC Manager)
S Sandiford (Corporate Governance
Manager – interim)

Members of the public: 0

045/PR APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor J M Freeman (substituted by Councillor R Berry).

046/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.

047/PR QUESTIONS FROM THE PUBLIC

No members of the public were present.

048/PR MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 3 March 2016 were received.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 3 March 2016 be approved as a correct record and were signed accordingly.

049/PR EMPLOYEE ASSISTANCE PROGRAMME

The Sub-Committee received the quarterly usage report for the Employee Assistance Programme, for the period October to December 2015.

RESOLVED to note the information.

The Sub-Committee noted that the existing Employee Assistance Programme contract would end on 31 March 2016, following its two-year term. A number of quotations had been sought for the continued provision of this service, which offered support to not only employees but also their immediate family members on a range of subjects, including financial and legal advice, as well as emotional issues.

RESOLVED:

- (i) To enter into another Employee Assistance Programme contract for a period of up to two years, to provide Town Council employees with support and assistance in times of need.**
- (ii) To delegate authority to the Town Clerk to appoint the contract provider, up to a cost of £13.00 per person per year, based on the best value for money for the service provided.**

050/PR HUMAN RESOURCES SUPPORT QUARTERLY REPORT

The Sub-Committee received a report regarding the Service Level Agreement for Human Resources support to the Town Council. It was noted that this was the final quarterly report of the current agreement. The Sub-Committee was advised that the support service had encompassed two key areas during the last quarter: implementation of organisational change and advice and guidance on generalist employee issues.

RESOLVED to note the report.

051/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.

052/PR TACTIC YOUTH SUPPORT WORKERS

The Sub-Committee received a report regarding a recommendation made at the Leisure and Community Committee meeting of 8 February 2016, in respect of recruiting two part-time youth support workers for one year, instead of one trainee. This would facilitate the provision of a satellite service from Pages Pavilion and Mentmore Pavilion.

RESOLVED to endorse the recommendation made at the Leisure and Community Committee meeting of 8 February 2016 (Minute Reference 098/LC) to recruit two part-time youth support workers for one year (costs to be funded from existing Earmarked Reserve 950/9020).

053/PR STAFF SICKNESS ABSENCE

The Sub-Committee received a report regarding staffing sickness absence for the period July 2015 to February 2016, following the adoption of a new Sickness Absence Procedure in June 2015.

RESOLVED to note the report.

The meeting closed at 1417 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 21 MARCH 2016.

CHAIR

4 JULY 2016