



11 March 2016

To: Town Mayor and all Members of the Personnel Sub-Committee
(Councillors D Bowater - Chair, K Cursons, A Dodwell – Vice Chair, J M Freeman, C Palmer and B Spurr)

(Copies to all Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Personnel Sub-Committee** to be held on **Monday, 21 March** commencing at **1400 hours** in the Meeting Room, The White House, Hockliffe Street.

M Saccoccio
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

2. DECLARATIONS OF INTEREST

- (i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- (ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

3. QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)

To receive questions and statements from members of the public in respect of any item of business included in the agenda, as provided for in Standing Order No.s 1(f) and 1(h).

4. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Personnel Sub-Committee meeting held on 3 March 2016 (**attached**).

5. EMPLOYEE ASSISTANCE PROGRAMME

(a) To receive the quarterly usage report for the Employee Assistance Programme for the period October – December 2015 (**attached**).

(b) To receive a report regarding the Employee Assistance Programme contract (**to follow**) and to consider the recommendations contained therein.

6. HUMAN RESOURCES SUPPORT QUARTERLY REPORT

To receive and note the quarterly update report from the Town Council's Human Resources support provider (**attached**).

7. EXCLUSION OF THE PUBLIC

The Sub-Committee may consider it appropriate to consider the following resolution should they consider that any discussion would be prejudicial to the public interests: **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:**

- (i) **TACTIC staffing**
- (ii) **Staff sickness absence report**

All Town Councillors receive all documentation.