

**LEIGHTON-LINSLADE TOWN COUNCIL**

**PERSONNEL SUB-COMMITTEE**

**THURSDAY 3 MARCH 2016 AT 1400 HOURS**

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

Officers: M Saccoccio (Town Clerk)  
Cllr R Berry

Members of the public: 0

**038/PR APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor C Palmer (substituted by Councillor T Morris).

**039/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.

**040/PR QUESTIONS FROM THE PUBLIC**

No members of the public were present.

**041/PR MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 4 February 2016 were received.

**RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 4 February 2016 be approved as a correct record and were signed accordingly.**

**042/PR TOWN CLERK'S APPRAISAL**

Discussion took place regarding arrangements for the Town Clerk's performance appraisal, including a review of the existing job description to more accurately reflect the changing remit of the Town Council.

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**RESOLVED to appoint The Chairman of the Personnel Sub-Committee and Leader of the Council to undertake the Town Clerk's appraisal.**

**043/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.**

**044/PR STAFFING MATTERS**

The Sub-Committee received a report regarding staffing matters, recommending interim measures in respect of the Corporate Governance team and outlining the operational and financial implications of the proposed measures.

**RESOLVED:**

- (i) To appoint to the post of Corporate Governance Manager for an interim period of at least 6 months (effective from 1<sup>st</sup> March 2016).**
- (ii) Following the job evaluation outcome, to regrade the position of Head of Grounds and Environmental Services from Spinal Column Points 39-42 (£33,857 - £36,571) to 43-47 (£37,483 - £41,140) –effective from 1<sup>st</sup> March 2016.**
- (iii) For the post of Finance Officer to be the subject of job evaluation and to delegate to the Town Clerk the propensity to affect any outcome from this process.**
- (iv) To begin the process of reviewing the purpose and function of the Corporate Governance Team and to report any proposed recommendations to the Personnel Sub-Committee at a future meeting.**

The meeting closed at 1445 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 3 MARCH 2016.

DRAFT