

LEIGHTON-LINSLADE TOWN COUNCIL

PERSONNEL SUB-COMMITTEE

MONDAY 3 OCTOBER 2016 AT 1400 HOURS

Present: Councillors:	D Bowater – in the Chair R Berry (substituting for A Dodwell) C Perham (substituting for K Cursons) C Palmer
Officers:	M Saccoccio (Town Clerk) S Sandiford (Corporate Governance Manager – interim) I Haynes (Head of Grounds & Environmental Services) – part meeting T Quinn (TACTIC Manager) – part meeting G Morgan (Luton Borough Council) – part meeting
Members of the public:	0

065/PR APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor A Dodwell (substituted by Councillor R Berry), Councillor K Cursons (substituted by Councillor C Perham) and Councillor J M Freeman.

066/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.

067/PR QUESTIONS FROM THE PUBLIC

No members of the public were present.

068/PR MINUTES OF PREVIOUS MEETING

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

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

069/PR EMPLOYEE ASSISTANCE PROGRAMME

The Sub-Committee received the quarterly usage report for the Employee Assistance Programme, for the period April to June 2016.

RESOLVED to note the information.

070/PR HUMAN RESOURCES SERVICE LEVEL AGREEMENT

The Sub-Committee received a six-monthly update report following the renegotiation of the Service Level Agreement for Human Resources support with Luton Borough Council. The report outlined work undertaken to date. A further report would be provided to the meeting scheduled for April 2017.

RESOLVED to note the report.

071/PR STAFF SICKNESS ABSENCE

The Sub-Committee received a report indicating levels of staff sickness absence for the period 27 July 2015 – 26 July 2016. This reflected the first full year following implementation of a revised Sickness Absence Procedure in July 2015. Statistics demonstrated a significant drop in the average sickness absence per employee as a result of the new procedure and following some changes in staffing, which had reduced long-term sickness absence.

RESOLVED to note the report.

072/PR UPDATED STAFF PROCEDURES

The Sub-Committee received a report outlining the rationale for proposing changes to the existing procedures in respect of Disciplinary, Social Media, Flexi Time and Grievance. In addition, a new Compassionate and Special Leave procedure had been drafted. This followed several different enquiries/circumstances and would provide the Town Council with clearer guidelines for dealing with requests for reasonable time off for various reasons, such as bereavement. As the new procedures would constitute a change to employee terms and conditions, endorsement to commence a 30 day period of consultation with staff was sought.

RESOLVED:

- (i) To endorse that the Town Council enter into a 30-day consultation period (commencing 5 October 2016) with all staff on the following proposed updated procedures: Compassionate & Special Leave, Disciplinary, Grievance Resolution, Social Media and Flexi time.**
- (ii) That the outcomes of the consultation period, together with any recommended changes, be reported back to the Personnel Sub-Committee at its next meeting on 9 January 2017.**

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- (iii) That the proposed procedures together with any recommended changes, if ratified by the Personnel Sub-Committee on 9 January 2017, be presented to the Policy & Finance Committee Meeting to be held on 16th January 2017.
- (iv) That the procedures together with any recommended changes, if ratified by Policy & Finance Committee on 16 January 2017, be presented to Full Council for consideration at its meeting on 30th January 2017.

073/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.

074/PR TEENAGE ADVICE AND INFORMATION CENTRE

The Sub-Committee received a report proposing that, following the resignation of one full time member of staff, three part-time roles be created, one of which was new and would be reviewed within twelve months. The proposals would be funded within the existing salary budget.

RESOLVED to endorse the proposal to make changes to the full time Youth Worker vacancy at TACTIC to create different roles, to meet the expanding needs of the service.

075/PR STAFFING MATTERS

The Sub-Committee received a verbal update in respect of two staffing matters.

RESOLVED to note the information.

The meeting closed at 1439 hours.

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

CHAIR

9 JANUARY 2017