



23 September 2016

To: Town Mayor and all Members of the Personnel Sub-Committee
(Councillor D Bowater – Chair, K Cursons, A Dodwell, K Ferguson, J M Freeman – Vice
Chair and C Palmer)
(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 3 October 2016** commencing at **1400 hours** in the Meeting Room, The White House, Hockliffe Street.

M Saccoccio
Town Clerk

**this meeting may be
recorded*

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 4 July 2016 (**attached**).

5. EMPLOYEE ASSISTANCE PROGRAMME

To receive a report usage report for the Employee Assistance Programme for the period 1 April – 30 June 2016 (**attached**).

6. HUMAN RESOURCES SERVICE LEVEL AGREEMENT UPDATE

To receive a report regarding the HR Service Level Agreement (**attached**) and to consider the recommendations contained therein.

7. STAFF SICKNESS ABSENCE

To receive and note a report regarding staff sickness absence (**attached**).

8. UPDATED POLICIES AND PROCEDURES

To receive and consider approving the initiation of a period of staff consultation on the following draft updated procedures (report and draft procedures **attached**):

- Compassionate and Special Leave
- Disciplinary Procedure
- Social Media Policy
- Grievance Procedure
- Flexi Time Procedure

9. 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: Staffing Matters**

All Town Councillors receive all documentation.

Personnel Sub-Committee: Terms of Reference

- Overview of staffing structure and staffing budget, ensuring that it is commensurate with objectives of the Council.
- Review staff sickness absence.
- Review staff training and identify and agree training needs for the Town Clerk and other senior members of staff.
- Ensure Council employees are working in a safe environment.
- Produce Code of Conduct for staff.
- Review policies and procedures affecting human resources.
- Review Job Description and Statement of Main Terms and Conditions of Town Clerk.
- Receive notification of the Town Clerk's annual leave and matters relating to overtime working and sickness.
- Informally hear any grievances raised by the Town Clerk.
- Informally advise the Town Clerk on any disciplinary matters.
- Succession plan for key staff who may wish to retire.
- Recruitment and/or termination of contract for the Town Clerk and other senior members of staff.

**phones and other equipment may be used to film, record, tweet or blog from this meeting by an individual Council member, officer or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.*