

LEIGHTON-LINSLADE TOWN COUNCIL

PERSONNEL SUB-COMMITTEE

MONDAY 9 JANUARY 2017 AT 1400 HOURS

Present: Councillors: D Bowater – in the Chair
A Dodwell
K Cursons
K Ferguson
J M Freeman
C Palmer
R Berry
T Morris
B Spurr

Officers: M Saccoccio (Town Clerk) – part meeting
S Sandiford (Corporate Governance
Manager – interim) – part meeting
I Haynes (Head of Grounds &
Environmental Services) – part meeting
V Cannon (Head of Cultural & Economic
Services) – part meeting
G Morgan (Luton Borough Council) – part
meeting
W White (Luton Borough Council)

Members of the public: 0

076/PR APOLOGIES FOR ABSENCE

No apologies for absence had been received.

077/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.

078/PR QUESTIONS FROM THE PUBLIC

No members of the public were present.

079/PR MINUTES OF PREVIOUS MEETING

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

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

080/PR EMPLOYEE ASSISTANCE PROGRAMME

The Sub-Committee received a verbal update in respect of the Employee Assistance Programme. Although the service provider had been able to give usage figures on a quarterly basis in the past, the Town Council had been advised that this was no longer possible. A decision had been taken by the provider's clinical governance board such that utilisation reports for clients with less than 50 employees would no longer be required, due to the potential risk of breaching data protection or clinical confidentiality requirements by unintentionally identifying employees using the service. The provider had however been able to confirm that usage since renewal on 1 April 2016 had been at 52.63% based on 38 employees.

RESOLVED to note the information.

081/PR UPDATED STAFF PROCEDURES

The Sub-Committee received a report following a period of staff consultation on proposed changes to the existing procedures in respect of Disciplinary, Social Media, Flexi Time and Grievance and the introduction of a new Compassionate and Special Leave procedure.

The views of the Sub-Committee were sought on a couple of queries raised during the consultation process in respect of maternity support leave and leave for attending antenatal appointments. It was proposed and seconded that amendments be made in the Compassionate and Special Leave procedure, to incorporate two weeks paid leave for maternity support leave and paid leave for attending Antenatal appointments (not limited to two appointments). On being put to the vote, it was unanimously agreed to support the recommendations.

RESOLVED:

- (i) To endorse the proposed updated procedures: Compassionate & Special Leave, Disciplinary, Grievance Resolution, Social Media and Flexi time, subject to the agreed changes.**
- (ii) That the proposed procedures together with any recommended changes be presented to the Policy & Finance Committee Meeting to be held on 16th January 2017.**
- (iii) 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 of adoption at its meeting on 30th January 2017.**

G Morgan left the meeting.

082/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.

083/PR GROUNDS AND ENVIRONMENTAL SERVICES STAFFING

The Sub-Committee received a report regarding the staffing of the Grounds and Environmental Services department.

RESOLVED:

- (i) To endorse the continuation of the Grounds apprenticeship programme for two apprentices, with the posts being advertised based on a two year fixed contract (to be funded through the existing salaries budget).
- (ii) That subject to the Team Leader position becoming vacant, that an additional Groundsperson role be created at salary scale 17-21 (to be met from the existing salaries budget).
- (iii) That subject to the Team Leader position becoming vacant, a review be undertaken of the Senior Groundsmen job description, given the increased responsibilities which would be afforded to these posts in the light of any proposal to delete the Team Leader role from the staffing structure. (Any changes brought about by job evaluation to be met from the existing salaries budget).

I Haynes left the meeting.

084/PR CORPORATE GOVERNANCE STAFFING

The Sub-Committee received a report regarding the staffing of the Corporate Governance department.

RESOLVED:

- (i) To recruit on a fixed term contract of up to one year an Administration Officer to cover maternity leave, at between 30-37 hours per week (to be funded within the existing salaries budget).
- (ii) To investigate further the viability of recruiting to a part-time administrative support post or a full-time apprenticeship (in Customer Service or Business

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- Administration) to further support operational delivery (to be funded through the existing salaries budget).**
- (iii) **That no changes be made to the existing departmental structure at the present time, but that should any role become vacant during the year, further consideration be given to operational requirements before any recruitment take place.**

S Sandiford left the meeting.

085/PR CULTURAL AND ECONOMIC SERVICES STAFFING

The Sub-Committee received a report in respect of the staffing of the Cultural and Economic Services department.

RECOMMENDED to the Policy and Finance Committee that:

- (i) **The current fixed term post of Town and Community Promotions Officer (salary scale 23-25) be made a permanent post following the conclusion of the current contract on 23 May 2017.**
- (ii) **The new post of Market Supervisor, reporting to the existing Market Manager, be created at salary scale 23-25 for 22 hours per week (pending job evaluation).**
- (iii) **The amended job description and increased salary scale of 30-34 for the Market Manager post be approved.**

V Cannon left the meeting.

086/PR CORPORATE GOVERNANCE MANAGER

The Sub-Committee received a report in respect of the Corporate Governance Manager position, which had been filled on an interim basis since the resignation of the previous post-holder in early 2016.

RESOLVED:

- (i) **To endorse the new job description and revised job title of Head of Democratic and Central Services, replacing the previous job description and title of Corporate Governance Manager.**
- (ii) **To begin, as soon as practicable, the recruitment process to the position of Head of Democratic and Central Services.**
- (iii) **To appoint two Councillors (D Bowater and K Cursons) to support the retained consultant and the Town Clerk in the recruitment process.**

M Saccoccio left the meeting.

087/PR WHISTLEBLOWING CONCERNS

The Sub-Committee received a report from W White (Luton Borough Council) regarding whistleblowing concerns which he had investigated on behalf of the Council and under the supervision of Councillor G Perham.

RESOLVED to accept Mr White's report. This was a unanimous decision.

The meeting closed at 1525 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 9 JANUARY 2017.

CHAIR

3 APRIL 2017