

**LEIGHTON-LINSLADE TOWN COUNCIL**

**PERSONNEL SUB-COMMITTEE**

**MONDAY 10 JULY 2017 AT 1930 HOURS**

Present: Councillors: R Berry (substituting for D Bowater)  
K Cursons  
E Wallace  
K Ferguson  
J Freeman  
S Jones (substituting for C Palmer)

Officers: M Saccoccio (Town Clerk)  
S Sandiford (Head of Democratic & Central Services)  
V Cannon (Head of Cultural & Economic Services)

Members of the public: 0

**099/PR APPOINTMENT OF CHAIR**

It was proposed and seconded that Councillor E Wallace be appointed Chair of the Personnel Sub-Committee for 2017-2018. There were no further nominations.

**RESOLVED that Councillor E Wallace be appointed Chair of the Personnel Sub-Committee for the municipal year 2017-2018.**

Councillor Wallace took the Chair.

**100/PR APPOINTMENT OF VICE CHAIR**

It was proposed and seconded that Councillor D Bowater be appointed Vice Chair of the Personnel Sub-Committee for 2017-2018. There were no further nominations.

**RESOLVED that Councillor D Bowater be appointed Vice Chair of the Personnel Sub-Committee for the municipal year 2017-2018.**

**101/PR APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor D Bowater (substituted by Councillor R Berry) and from Councillor C Palmer (substituted by Councillor S Jones).

**102/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.

**103/PR QUESTIONS FROM THE PUBLIC**

No members of the public were present.

**104/PR MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 3 April 2017 were received.

**RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 3 April 2017 be approved as a correct record and were signed accordingly.**

**105/PR APPRAISALS**

The Sub-Committee received a report in respect of the Employee Appraisal Procedure, adopted by Council in June 2015 following a period of consultation. The Sub-Committee was reminded that initial appraisals had taken place during 2016 but that no formal scoring had been employed, due to the introduction of new Core Competencies. Following recent training for all staff, employee appraisals for 2017 were now starting to take place and would include an overall score.

A number of queries were raised and discussed regarding the appraisal process.

**RESOLVED:**

- (i) To note the report.**
- (ii) To appoint Councillors D Bowater, K Cursons and E Wallace to form the appraisal panel for the Town Clerk.**

**106/PR DATES/TIMES OF FUTURE MEETINGS**

The Sub-Committee gave consideration to the dates and times of future scheduled meetings during 2017-2018.

**RESOLVED that the meetings scheduled for 16 October 2017 and 26 March 2018 take place at 1930 hours and that the meeting scheduled for 8 January 2018 at 1400 remain unchanged.**

**107/PR EXCLUSION OF THE PUBLIC**

The Sub-Committee considered that any further discussion regarding staffing matters would be prejudicial to the public interests.

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**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.

**108/PR STAFF SICKNESS ABSENCE REPORT**

The Sub-Committee received a report regarding staff sickness absence for the period 27 July 2016 to 26 June 2017 for information. It was noted that the implementation of the Sickness Absence Procedure had been successful in significantly reducing sickness absence and agreed that a target figure should be set.

**RESOLVED** to note the report.

**109/PR CULTURAL & ECONOMIC SERVICES STAFFING**

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

**RESOLVED:**

- (i) **To advertise the post of Market Manager internally, using the original job description agreed for providing interim cover, and to increase the hours from 30 to 37 per week.**
- (ii) **To approve the recruitment of a TACTIC Centre Community Organiser on a fixed term contract at 10 hours per week for September 2017 – March 2018, within existing salary budgets.**

**110/PR BUSINESS & PROJECTS OFFICER POST**

The Sub-Committee received a report from the Town Clerk in respect of the support provided to the Partnership Committee and the ongoing requirement for support for council-wide projects.

**RESOLVED** to continue with the interim arrangement with the Partnership Officer acting up into the Business Development and Project Officer role, until 31 March 2018 (to be met from the existing salary budget).

The meeting closed at 2011 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 10 JULY 2017.

CHAIR

16 OCTOBER 2017