

LEIGHTON-LINSLADE TOWN COUNCIL
MINUTES OF PERSONNEL SUB COMMITTEE
TUESDAY, 23 MARCH 2021 AT 10.00 AM

Present: Councillors A Dodwell (Chair)
 D Bowater
 R Goodchild
 S Jones
 D Scott

Also in attendance: M Saccoccio, Town Clerk
 S Sandiford, Head of Democratic and Central
 Services
 G Morgan, Luton Borough Council

Members of the public: 0
Members of the press 0

56/PR APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor K Cursons.

57/PR DECLARATIONS OF INTEREST

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. Cllrs Bowater and Goodchild declared that they were a part of and receiving a pension from the Local Government Pension Scheme.

58/PR QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)

No members of public were present.

59/PR MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 4 January 2021 were received.

Minute reference 55/PR – it was noted that the two Market related posts were due to be advertised externally following post evaluation by Luton Borough Council.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 4 January 2021 be approved as a correct record and would be signed at a later date when safe to do so.

60/PR TOWN CLERK'S APPRAISAL

The Sub-Committee agreed to appoint a panel of three Councillors to undertake the Town Clerk's appraisal and set objectives for the year, based on the Council's Five Year Plan objectives. It was anticipated that the appraisal would take place in week commencing 10 May 2021 and that the panel would hold a pre meeting beforehand. Thereafter, agreed objectives would be cascaded through the organisation with all appraisals intended to be completed by the end of September 2021.

RESOLVED to appoint Councillor S Jones and Councillor R Goodchild to the Town Clerk's appraisal panel, with a third Conservative group member to be agreed depending on availability.

61/PR POLICY REVIEW

The Sub-Committee received a report summarising the Council's staffing related policies and procedures, with a number of items recommended for review/amendment over the next two years. It was noted that equality was an area of focus as this area was constantly evolving and also that mental health and wellbeing was an area which needed to be incorporated into the sickness absence procedure.

RESOLVED to endorse the proposed actions to review a number of staffing related policies and procedures.

62/PR PENSION DISCRETIONS AND FLEXIBLE RETIREMENT

The Sub-Committee noted that the Council's adopted Statement of Pension Discretions, first adopted in 2014 and reviewed in 2017, was due for a further review. Advice had been sought from Bedfordshire Pension Fund and it was proposed that an initial workshop take place with councillors, prior to minor revisions being taken through the committee review process.

In reviewing the existing Statement, it had been noted that a Flexible Retirement Policy was needed to set out the procedure to be followed by the Council in the event of a pension discretion being requested. The Policy would also provide a mechanism for the Council to retain skills and experience. Any request for flexible retirement for employees aged 55+ would be subject to a business case.

RESOLVED

- i) That an informal workshop be held on pension discretions prior to any revisions being considered by committee.**
- ii) That a Flexible Retirement Policy be developed.**

63/PR EXCLUSION OF THE PUBLIC

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 HR support and staffing matters.

64/PR HUMAN RESOURCES AGREEMENT SIX-MONTHLY REPORT

The Sub-Committee received a report summarising activity undertaken through the Human Resources service level agreement over the past six months. Most staffing matters were related to the Covid-19 pandemic.

RESOLVED to note the report.

65/PR STAFFING MATTERS

The Sub-Committee received two reports on staffing matters.

The first related to staffing at the Teenage Advice and Information Centre.

RESOLVED to turn the job post of Administrative Officer (TACTIC), into a permanent position within the TACTIC service area.

The second report related to staffing in the Central Services team. It was agreed to use available salaries budget to create two part-time Administrative Officer roles from the one current full-time role. It was agreed to monitor workload over the next six months, as things returned to normal following the end of pandemic restrictions. Any workload or capacity concerns could be brought to the October meeting for consideration in the 2022/23 budget setting process.

RESOLVED:

- (i) To endorse the creation of two part-time Administrative Officer posts in Central Services, in place of one current full-time role, from April 2021, using existing available salaries budget.**
- (ii) To note the anticipated departmental work plan and capacity “pinchpoints” for potential further discussion in October 2021.**

G Morgan left the meeting.

66/PR HUMAN RESOURCES AND OCCUPATIONAL HEALTH SERVICE LEVEL AGREEMENT RENEWAL (report attached)

The Sub-Committee received a report in respect of the three-year Service Level Agreement for Human Resources and Occupational Health support,

which was due to end on 31 March 2021.

The report summarised the support provided to the Council over the three year period. Service was felt to be exemplary and the agreement over a number of years had led to a clear understanding and knowledge of the Council. The in-person support from a named contact was a service the Council would not receive under other HR support arrangements without significant additional cost. For these reasons, it was recommended to renew the agreement with the current provider for a further three years as they were providing a specialist service (in accordance with Financial Regulation 11.1 (a) (ii)).

It was unanimously agreed to recommend approval of the proposed renewal to the Policy and Finance Committee.

RECOMMENDED to the Policy & Finance Committee:

- (i) To renew the Service Level Agreement with Luton Borough Council for Human Resources and Occupational Health support for a three year term from 1 April 2021- 31 March 2024, at a cost of £23,541 for the three year period, based on up to 72 days service provision over the contract period.**
- (ii) That the Service Level Agreement for HR and Occupational Health support be funded by the existing HR budget line (12/4388), which will be increased by £500 per annum for 2022-23 and 2023-24.**
- (iii) To endorse that should the level of HR support needed exceed that outlined within the proposed SLA, that any additional cost be met from the Professional Fees budget (12/4384) where appropriate, or that where required, Committee approval be sought for budget from another source.**

The meeting closed at 10.46 am.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON TUESDAY, 23 MARCH 2021.

Chair

5 JULY 2021