

LEIGHTON-LINSLADE TOWN COUNCIL
MINUTES OF PERSONNEL SUB COMMITTEE

MONDAY, 5 JULY 2021 AT 7.30 PM

Present: Councillors D Bowater
 K Cursons (Vice-Chair)
 R Goodchild
 S Jones

Also in attendance: S Sandiford, Head of Democratic and Central
 Services

Members of the public: 0
Members of the press 0

67/PR APPOINTMENT OF CHAIR FOR 2021-22

It was proposed and seconded that Councillor A Dodwell be appointed Chair for the municipal year 2021-22. There were no further nominations.

RESOLVED to appoint Councillor A Dodwell as Chair of the Personnel Sub-Committee for the municipal year 2021-22.

68/PR APPOINTMENT OF VICE-CHAIR FOR 2021-2022

It was proposed and seconded that Councillor K Cursons be appointed Vice Chair for the municipal year 2021-22. There were no further nominations.

RESOLVED to appoint Councillor K Cursons as Vice Chair of the Personnel Sub-Committee for the municipal year 2021-22.

Councillor Cursons took the Chair.

69/PR APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors D Scott and A Dodwell.

70/PR DECLARATIONS OF INTEREST

Cllrs Bowater and Goodchild declared that they were a part of and receiving a pension from the Local Government Pension Scheme. This was a personal interest but would not impact decisions made in respect of the Town Council's statement of pension discretions or flexible retirement policy.

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

No members of the public were present.

72/PR MINUTES OF PREVIOUS MEETING

(a) The minutes of the Personnel Sub-Committee meeting held on 23 March 2021 were received.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 23 March 2021 be approved be approved as a correct record and were signed accordingly.

(b) 59/PR – it was noted that recruitment had been successful for the two Market related posts. 65/PR – it was noted that recruitment had been successful for the Administration Officer (Bookings) role. 60/PR – it was noted that the Town Clerk’s appraisal had been undertaken by Councillors Owen, Jones and Cursons.

73/PR STATEMENT OF PENSION DISCRETIONS & FLEXIBLE RETIREMENT POLICY

The Sub-Committee received a report in respect of the Council’s statement of pension discretions, adopted in 2014 and reviewed without change in 2017. The statement had been mapped onto a new template with support from advisors at the Bedfordshire Pension Fund. Wording for new discretions had been developed, some minor amendments to others were proposed and the wording of several discretions was proposed to be updated to more accurately reflect the Council’s position. Following advice, an accompanying statement on employee contributions and a flexible retirement policy had been developed. All documentation had been reviewed by both Bedfordshire Pension Fund and Luton Borough Council as the Town Council’s retained Human Resources support provider. The proposed new documents did not represent any significant change in the Council’s approach since 2014. An informal workshop had taken place on 2 July in order to provide an opportunity for detailed questions.

RESOLVED:

(i) To note the report.

(ii) To note that all documents would require review again in three years’ time.

RECOMMENDED to the Policy and Finance Committee:

(a) To recommend to Council approval of the revised Town Council Statement of Pension Discretions, including the policy on determining the rate of employee contributions.

(b) To recommend to Council approval of the Flexible Retirement Policy.

74/PR POLICY REVIEW

The Council received a covering report and proposed minor amendments to the Town Council's Sickness Absence Procedure.

It was also proposed to adopt a new Equality in Employment Procedure which would replace the outdated Equal Opportunities Policy and Disability Discrimination Statement.

RECOMMENDED to the Policy and Finance Committee:

(a) To recommend to Council approval of the minor amendments to the current Sickness Absence Procedure.

(b) To recommend to Council approval of the Equality in Employment Procedure, which will replace the outdated Equal Opportunities Policy and Disability Discrimination Statement.

75/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 staffing matters.

76/PR STAFFING MATTERS

A brief verbal update was given in respect of staffing matters including one maternity leave and one internal promotion. It was noted that following the Town Clerk's appraisal, appraisals for Heads of Service were now underway and would be followed by appraisals for all other members of staff.

The Sub-Committee expressed its thanks and appreciation to all staff for their work throughout the pandemic period, which it recognised had been challenging and had necessitated some significant changes in working practices.

The meeting closed at 7.48 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 5 JULY 2021.

Chair

11 OCTOBER 2021