



1 October 2021

To: Members of the Personnel Sub Committee (Councillors A Dodwell, D Bowater, K Cursons, R Goodchild, S Jones and D Scott)
(Copies to all Town Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of **Personnel Sub Committee** to be held on **Monday, 11 October 2021** commencing at **7.30 pm** in the Council Chamber, The White House, Hockliffe Street, Leighton Buzzard LU7 1HD.

**THIS MEETING MAY
BE RECORDED ***

M Saccoccio
Town Clerk

Please do not attend this meeting if:

- You, anyone you live with or anyone in your support bubble has tested positive for Covid-19 or has symptoms of Covid-19.
- You have been advised to self-isolate by NHS Test and Trace, the NHS pp or for any other reason.
- You are within the required quarantine period having returned to the UK from a non-exempt country.

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 3(f) and 3(g).

Members of the public are very welcome to attend the meeting but are asked to note that attendance numbers must be limited to mitigate for Covid-19 risks. Please contact us to advise if you wish to attend before 4pm on the day of the meeting. Written representations may also be submitted before 4pm on the day of the meeting.

4. MINUTES OF PREVIOUS MEETING (Pages 1 - 4)

(a) To receive and approve as a correct record the minutes of the Committee meeting held on 5 July 2021 (**attached**) in accordance with Standing Order 12.

(b) To receive information updates on matters arising from the previous meeting (if appropriate).

5. HUMAN RESOURCES ANNUAL REPORT (Pages 5 - 8)

To receive and note the first annual report of the current service level agreement with Luton Borough Council for Human Resources support (**attached**).

6. POLICY REVIEW (Pages 9 - 18)

To receive proposed amendments to the Council's Social Media Procedure (**attached** with changes in blue) and to consider recommending approval to Policy & Finance Committee.

7. FLEXIBLE WORKING (Pages 19 - 28)

To receive and consider a report and draft policy/procedure in respect of flexible working (**attached**).

8. 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:

9. SICKNESS ABSENCE REPORT (Pages 29 - 32)

To receive and note an annual report in respect of employee sickness absence **(attached)**.

10. 2021 APPRAISALS UPDATE

To receive a verbal update in respect of 2021 employee performance appraisals.

11. STAFFING MATTERS (Pages 33 - 44)

To receive and consider a number of reports and recommendations in respect of staffing.

* Phones and other equipment may be used to film, audio 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.
