



Mark Saccoccio

Town Clerk

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18 March 2022.

To: Members of the Personnel Sub Committee (Councillors A Dodwell, D Bowater, K Cursons, S Jones, R Goodchild 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, 28 March 2022** commencing at **7.30 pm** in the The Council Chamber, The White House, Hockliffe Street, Leighton Buzzard, Beds LU7 1HD.

**THIS MEETING MAY
BE RECORDED ***

A handwritten signature in blue ink that reads 'Mark Saccoccio'.

M Saccoccio
Town Clerk

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(e)(f)(g) and (h).

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 11 October 2021 (attached) in accordance with Standing Order 12.

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

5. STAFFING POLICIES REVIEW

To receive a verbal update in respect of the review of staffing policies by the Council's Human Resources provider.

6. 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:

7. ORGANISATION HEALTH REPORT (DOCUMENT ATTACHED AND VERBAL UPDATE TO BE GIVEN) (Pages 5 - 20)**8. SICKNESS ABSENCE AND COVID-19 (VERBAL)****9. EMPLOYEE ASSISTANCE PROGRAMME UPDATE (VERBAL)****10. MARKET SUPPORT OFFICER ROLE (REPORT ATTACHED) (Pages 21 - 22)**

* 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.

LEIGHTON-LINSLADE TOWN COUNCIL

MINUTES OF PERSONNEL SUB COMMITTEE

MONDAY, 11 OCTOBER 2021 AT 7.30 PM

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

Also in attendance: M Saccoccio, Town Clerk
 S Sandiford, Deputy Town Clerk
 V Cannon, Head of Cultural and Economic
 Services

Members of the public: 0
Members of the press 0

77/PR APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors K Cursons and R Goodchild.

78/PR DECLARATIONS OF INTEREST

No declarations were made and no dispensations were requested.

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

No members of the public were present.

80/PR MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 5 July 2021 were received.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 5 July 2021 be approved as a correct record and were signed accordingly.

The Sub-Committee noted that all policies recommended for approval at that meeting had subsequently been endorsed by Policy and Finance Committee and by Council.

81/PR HUMAN RESOURCES ANNUAL REPORT

The Sub-Committee received the first annual report of the current service level agreement with Luton Borough Council for Human Resources and Occupational Health support.

RESOLVED to note the report.

82/PR POLICY REVIEW

The Sub-Committee received and considered the proposed amendments to the Council's Social Media Procedure, which reflected measures introduced following the social media audit earlier in the year.

RESOLVED to recommend to Policy & Finance approval of the proposed amendments to the Council's Social Media Procedure.

83/PR FLEXIBLE WORKING

The Sub-Committee received a report and draft policy/procedure in respect of flexible working. Employees already had a legal right to request consideration of flexible working and there were examples of temporary amendments to working hours, compressed hours and different start/finish times for some members of staff. Each request was and would continue to be considered on its own merits.

The proposed policy provided a clearer framework for both employees and managers and was based on that adopted by Luton Borough Council.

RESOLVED to recommend to Policy & Finance approval of the draft Flexible Working Policy.

84/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.

85/PR SICKNESS ABSENCE REPORT

The Sub-Committee received the annual report in respect of employee sickness absence for the period 1 July 2020 – 30 June 2021. Covid related absence was not recorded. Sickness absence was significantly lower for the

year than previously, possibly reflecting the periods of isolation in lockdown. Since 1 July 2021, there had been two absences due to Covid-19 and it was anticipated that sickness absence was likely to increase now that most Covid restrictions had been lifted (as predicted nationally).

RESOLVED to note the report.

86/PR 2021 APPRAISALS UPDATE

The Sub-Committee received a verbal update in respect of 2021 employee performance appraisals. Appraisals were largely complete for senior management and for the Cultural & Economic and Central & Democratic Services teams. There were no concerns to draw to the Sub-Committee's attention.

RESOLVED to note the report.

87/PR STAFFING MATTERS

The Sub-Committee received and considered a number of reports with recommendations in respect of staffing.

A report was given in respect of Central and Democratic Services and an identified need to alleviate pressures on the Head of Service. Approval was sought to undertake further scoping work on a part time role to focus on governance and compliance as well as providing additional resource to support democratic services functions.

RESOLVED to endorse that officers undertake further scoping work on the potential for a new part-time role in the Central Services team, with more detailed proposals to be brought back to the Sub-Committee in January 2022.

RESOLVED to note the intention to include budget provision in the Central Salaries budget line for this growth item in the draft revenue budget for 2022-23 (subject to Council approval in January 2022).

A report was given in respect of Cultural and Economic Services and a similar identified need to alleviate pressures on the Head of Service. Approval was sought to create an additional support officer role which could be funded within the existing salaries budget.

RESOLVED to endorse the creation of a new job post of Cultural and Economic Support Officer on a substantive contract for up to 20 hours per week (subject to evaluation).

RESOLVED to endorse that the post be evaluated by Luton Borough Council in its capacity as the retained Human Resources consultant to ensure the salary is representative of the job description.

V Cannon and S Sandiford left the meeting at 2005 hours.

The Town Clerk presented a report regarding a recent job re-evaluation in respect of deputising for the Responsible Finance Officer role. This was a requirement of Standing Orders (S.O. 16) which had been identified by the Standing Orders Task and Finish group earlier in the year (Minute reference 16/SO). This was now incorporated in the Deputy Town Clerk job description which had been re-evaluated by Luton Borough Council as the HR provider.

RESOLVED to endorse the re-evaluated post of Deputy Town Clerk to be effective from 1st April 2022.

The meeting closed at 8.12 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 11 OCTOBER 2021.

Chair

10 JANUARY 2022

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