



24 June 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, 4 July 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 ***

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. ELECTION OF CHAIR FOR 2022-23

3. ELECTION OF VICE CHAIR FOR 2022-23

4. 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).

5. 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).

6. MINUTES OF PREVIOUS MEETING (Pages 1 - 2)

(a) To receive and approve as a correct record the minutes of the Committee meeting held on 27 April 2022 (**attached**) in accordance with Standing Order 12.

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

7. DELEGATED DECISIONS (Pages 3 - 6)

To receive and formally note the delegated decisions taken with email approval from committee members in March and April 2022, in accordance with Standing Order 15 (c) (vii) (**attached**).

8. TRAINING POLICY REVIEW (Pages 7 - 18)

Committee previously agreed the review of several policies during 2022-23. To receive and consider updated and separate Learning & Development Policies for Employees and for Councillors (current combined policy and both proposed new policies **attached**) for recommendation to Policy & Finance Committee.

9. TOWN CLERK'S APPRAISAL

In accordance with the terms of reference, to appoint a panel of three Councillors and agree a date to undertake the Town Clerk's annual performance appraisal for 2022.

10. 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:

11. STAFFING MATTERS (VERBAL UPDATE)

* 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.