



25 October 2022

To: Members of the Personnel Sub Committee (Councillors A Dodwell, D Bowater, S Jones, R Goodchild, K Cursons 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, 31 October 2022** commencing at **2.00 pm** in the Council Chamber, The White House, Hockliffe Street, Leighton Buzzard, Beds LU7 1HD.

Mark Saccoccio

M Saccoccio
Town Clerk

**THIS MEETING MAY
BE RECORDED ***

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 3(h).

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

(a) To receive and approve as a correct record the minutes of the Personnel Sub-Committee meeting held on 4 July 2022 **(attached)**, in accordance with Standing Order 12.

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

5. POLICY REVIEW (Pages 5 - 24)

(a) To consider proposed amendments to the Recruitment Policy in view of the current state of the employment market **(attached)**.

(b) To receive and consider a review of the Organisational Change Policy **(attached)**.

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. VERBAL UPDATE FROM LUTON BOROUGH COUNCIL REGARDING HUMAN RESOURCES AND OCCUPATIONAL HEALTH SERVICE LEVEL AGREEMENT.**8. EVENT STEWARD JOB DESCRIPTION (Pages 25 - 28)****9. FINANCE ASSISTANT JOB DESCRIPTION (Pages 29 - 34)****10. ANNUAL SICKNESS ABSENCE REPORT (ATTACHED) (Pages 35 - 54)****11. RECRUITMENT UPDATE (Pages 55 - 58)****12. STAFFING MATTERS (Pages 59 - 60)**

* 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.
