

**LEIGHTON-LINSLADE TOWN COUNCIL**  
**MINUTES OF PERSONNEL SUB COMMITTEE**

**WEDNESDAY, 27 APRIL 2022 AT 1.00 PM**

Present: Councillors            S Jones  
   D Bowater  
   A Dodwell (Chair)  
   S Owen (substituting for R Goodchild)  
   K Cursons

Also in attendance:            M Saccoccio, Town Clerk  
   S Sandiford, Deputy Town Clerk  
   G Morgan (Luton Borough Council)  
   Cllr F Kharawala

Members of the public:        0  
Members of the press         0

**88/PR    APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor D Scott and from Councillor R Goodchild (substituted by Councillor S Owen).

**89/PR    DECLARATIONS OF INTEREST**

No declarations were made or dispensations requested.

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

No members of the public were present.

**91/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.

**92/PR    STAFFING MATTERS**

The Sub-Committee received a report in respect of the resignation of a member of staff and gave consideration to both short-term interim arrangements as well as longer term permanent recruitment to the role.

It was noted that it would not be possible to achieve permanent recruitment prior to the postholder's departure and agreed that an interim period of up to six months seemed likely. It was agreed that permanent recruitment to the role could not be rushed as it was imperative that the job description was up to date and that the right candidate could be found for such a key position.

Arrangements for the intervening period were considered and concerns were expressed for potential impact on senior officers as well as the potential for delays in projects. After discussion it was agreed that an interim temporary appointment should be sought, for up to six months. However, it was recognised that additional measures might be required to ensure business continuity in any intervening period between the postholder's departure and the recruitment to an interim position. To cover key tasks in any such intervening period, options including sharing responsibilities amongst existing staff, recruitment of temporary staff and use of specialist contractors were discussed as possible options.

The Sub-Committee expressed support for existing staff and concern that employees not be overloaded with additional work. It was agreed that any additional hours or responsibilities should receive appropriate recompense in accordance with the Council's employment policies.

**RESOLVED:**

- (i) To express thanks and appreciation to the departing employee for her hard work, particularly in taking on tasks and projects outside the scope of her substantive workload.**
- (ii) To delegate to the Town Clerk authority to finalise the specific wording to encapsulate the discussion of the Sub-Committee, with email approval from councillors, in accordance with the delegated procedure set out at Standing Order 15 (c).**

The meeting closed at 2.00 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON WEDNESDAY, 27 APRIL 2022.

Chair

4 JULY 2022