

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

**MONDAY, 1 JULY 2019 AT 7.30 PM**

Present: Councillors           A Dodwell (Chair)  
  K Cursons  
  R Goodchild  
  S Jones  
  D Scott

Also in attendance:           M Saccoccio, Town Clerk  
  S Sandiford, Head of Democratic and Central  
  Services

Members of the public:       0  
Members of the press         0

**1/PR     APPOINTMENT OF CHAIR**

It was proposed and seconded that Councillor A Dodwell be appointed Chair of the Personnel Sub-Committee for the year 2019-2020. There were no further nominations.

**RESOLVED to appoint Councillor A Dodwell Chair of the Personnel Sub-Committee for the municipal year 2019-2020.**

Councillor Dodwell took the Chair.

**2/PR     APPOINTMENT OF VICE CHAIR**

It was proposed and seconded that Councillor D Bowater be appointed Vice Chair of the Personnel Sub-Committee for the year 2019-2020. There were no further nominations.

**RESOLVED to appoint Councillor D Bowater Vice Chair of the Personnel Sub-Committee for the municipal year 2019-2020.**

**3/PR     APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor D Bowater.

**4/PR     DECLARATIONS OF INTEREST**

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting. No declarations were made.

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

No members of the public were present.

6/PR **MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 25 March 2019 were received.

**RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 25 March 2019 be approved as a correct record and were signed accordingly.**

7/PR **TOWN CLERK'S APPRAISAL**

The Sub-Committee was asked to appoint three Councillors to undertake the Town Clerk's appraisal for 2019-2020. It was agreed that this would take place after the meeting of the Policy and Finance Committee at which Town Council objectives were established, in order that these could be embedded as targets. It was noted that appraisals for the remainder of the staff would follow, in order that objectives could be cascaded to the rest of the team.

**RESOLVED to appoint Councillors K Cursons, S Jones and R Goodchild to undertake the Town Clerk's appraisal.**

8/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.**

9/PR **STAFFING MATTERS**

The Sub-Committee received a verbal update on a number of staffing matters across all service areas, including two vacancies, a verbal update on levels of staff sickness absence and information about the "Employee of the Month" scheme which had been introduced following the staff satisfaction survey in Autumn 2018 and which had been well received by the team.

**RESOLVED to note the information.**

The meeting closed at 8.06 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 1 JULY 2019.

Chair

14 OCTOBER 2019