



Mark Saccoccio

Town Clerk

01525 631920

info@leightonlinslade-tc.gov.uk

www.leightonlinslade-tc.gov.uk

Friday 21 June 2019

To: Members of the Personnel Sub Committee (Councillors A Dodwell, D Bowater, K Cursons, R Goodchild, S Jones 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, 1 July 2019** 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. **APPOINTMENT OF CHAIR**
2. **APPOINTMENT OF VICE CHAIR**
3. **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.

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)

To receive and approve as a correct record the minutes of the Personnel Sub-Committee meeting held on 25 March 2019 (attached).

7. TOWN CLERK'S APPRAISAL

To appoint three Councillors and agree a timescale for completion of the Town Clerk's annual appraisal and objectives for 2019-2020.

8. 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: staffing matters.

9. STAFFING MATTERS

* 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

PERSONNEL SUB-COMMITTEE

MONDAY 25 MARCH 2019 AT 1930 HOURS

Present: Councillors: K Cursons
 K Ferguson
 E Wallace – in the Chair
 M Freeman
 B Spurr

Other: M Saccoccio (Town Clerk)
 S Sandiford (Head of Democratic & Central
 Services) – left meeting at 19:45 hours

Members of the public: 0

163/PR APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor D Bowater.

164/PR DECLARATION OF INTERESTS

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.

165/PR QUESTIONS FROM THE PUBLIC

No members of the public were present.

166/PR MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 7 January 2019 were received.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 7 January 2019 be approved as a correct record and were signed accordingly.

167/PR HUMAN RESOURCES SERVICE LEVEL AGREEMENT REPORT

The Sub-Committee received and considered a six monthly update report regarding the Human Resources/Occupational Health service level agreement with Luton Borough Council.

RESOLVED to note the report.

168/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 Employee Assistance Programme Renewal and Staffing Matters.

169/PR EMPLOYEE ASSISTANCE PROGRAMME RENEWAL

The Sub-Committee received and considered a report to renew the contract for an Employee Assistance Programme for Town Council staff. It was noted that the scheme, which offered both telephone and internet based support, had been accessed by employees during the last year and provided a range of services. Comparative quotes indicated that the service remained good value for money. It was unanimously agreed to renew the existing agreement for a further two year period.

RESOLVED to:

- i) enter into another Employee Assistance Programme contract for a two-year period from 1 April 2019 until 31 March 2021, to provide Town Council employees with support and assistance.**
- ii) renew with the existing provider to maintain continuity of service and value for money.**

S Sandiford left the meeting at 1945 hours.

170/PR STAFFING MATTERS

The Sub-Committee had received a written report from the Town Clerk in advance of the meeting and a brief verbal update was given. Following a short discussion, the recommendations contained within the report were unanimously agreed.

RESOLVED to endorse the recommendations contained within the Town Clerk's report.

The meeting closed at 1957 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 25 MARCH 2019.

CHAIR

1 JULY 2019