

LEIGHTON-LINSLADE TOWN COUNCIL
MINUTES OF PERSONNEL SUB COMMITTEE
MONDAY, 14 OCTOBER 2019 AT 7.30 PM

Present: Councillors A Dodwell (Chair)
 D Bowater
 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

10/PR APOLOGIES FOR ABSENCE

No apologies for absence had been received.

11/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.

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

No members of the public were present.

13/PR MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 1 July 2019 were received. It was noted that a date had now been agreed for the Town Clerk's appraisal.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 1 July 2019 be approved as a correct record and were signed accordingly.

14/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.

15/PR HUMAN RESOURCES SLA SIX MONTHLY REPORT

The Sub-Committee received a six-monthly update report from Luton Borough Council in respect of the Service Level Agreement for Human Resources and Occupational Health support. Advice has been sought on a range of matters during the period April – September 2019.

RESOLVED to note the report.

16/PR STAFF SICKNESS ABSENCE

The Sub-Committee received a report regarding staff sickness absence for the period 1 July 2018 – 30 June 2019. The number of days lost was significantly lower than the previous year, reflecting a minimal amount of long-term absence. Over half of employees had had no sickness absence whatsoever during the year. Support mechanisms in place for staff included bi-annual health checks, the employee assistance programme and the Compassionate and Special Leave procedure, which included disability leave.

It was felt that the positive working relationship between elected Members and employees was of vital importance in terms of supporting both groups and reducing potential for stress related issues.

RESOLVED to note the report.

17/PR STAFFING MATTERS

The Sub-Committee received a verbal update in terms of the annual appraisal process and maternity cover arrangements in the Central Services team.

The Sub-Committee acknowledged the fine balance between available resources and workload resulting from the Council's proposed projects and objectives. This would be kept under review.

18/PR ASTRAL PARK TASK AND FINISH GROUP

The Sub-Committee received a report regarding the work undertaken over a period of several months by the Astral Park Task and Finish Group and gave consideration to the recommendations which had been put forward by the Group. A number of questions were asked and answered.

RESOLVED:

- (i) To note the report.**
- (ii) To make changes to the existing Astral Park staffing structure.**
- (iii) To create proposed Job Descriptions to be more reflective of future Town Council needs.**
- (iv) To implement the Town Council's organisational change process for those affected.**

The meeting closed at 7.51 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 14 OCTOBER 2019.

Chair

6 JANUARY 2020