



Mark Saccoccio

Town Clerk

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3 October 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, 14 October 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 ***

M Saccoccio
Town Clerk

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(f) and 3(g).

4. 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 1 July 2019.

5. 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.

6. HUMAN RESOURCES SLA SIX MONTHLY REPORT (Pages 3 - 4)

To receive a report in respect of the service level agreement for HR support **(attached)**.

7. STAFF SICKNESS ABSENCE (Pages 5 - 8)

To receive an annual update report on staff sickness absence **(attached)**.

8. STAFFING MATTERS

To receive a verbal update on any staffing matters.

9. ASTRAL PARK TASK AND FINISH GROUP (Pages 9 - 14)

To receive a report **(attached)** and to consider the recommendations arising from the Astral Park Task and Finish Group.

* 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 1 JULY 2019 AT 1930 HOURS

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

Other: M Saccoccio (Town Clerk)
S Sandiford (Head of Democratic & Central Services)

Members of the public: 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 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.

5/PR QUESTIONS FROM THE PUBLIC

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 20:06 hours.

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

CHAIR

14 OCTOBER 2019

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