



Mark Saccoccio

Town Clerk

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27 December 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, 6 January 2020** 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 - 4)

To receive and approve as a correct record the minutes of the Personnel Sub-Committee meeting held on 14 October 2019 **(attached)**.

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:

6. STAFF APPRAISALS (Pages 5 - 8)**7. CULTURAL & ECONOMIC SERVICES STAFFING (Pages 9 - 16)****8. STANDBY & CALLOUT POLICY (Pages 17 - 20)**

* 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 14 OCTOBER 2019 AT 1930 HOURS

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

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

Members of the public: 0

10/PR APOLOGIES FOR ABSENCE

No apologies for absence had been received.

11/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.

12/PR QUESTIONS FROM THE PUBLIC

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.**

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- (iv) To implement the Town Council's organisational change process for those affected.**

The meeting closed at 1951 hours.

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

CHAIR

6 JANUARY 2020

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