

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

**MONDAY, 26 MARCH 2018 AT 7.30 PM**

Present: Councillors            D Bowater (Vice-Chair)  
   K Cursons  
   K Ferguson  
   M Freeman  
   C Palmer

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

Members of the public:        0

**130/PR APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor E Wallace.  
In the absence of the Chair, Vice Chair Councillor D Bowater presided.

**131/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.

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

No members of the public were present.

**133/PR MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 8 January 2018 were received.

**RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 8 January 2018 be approved as a correct record and were signed accordingly.**

**134/PR HUMAN RESOURCES SERVICE LEVEL AGREEMENT**

The Sub-Committee received a six monthly report (October 2017 – March 2018) outlining the different elements of Human Resources support delivered by the retained HR provider. The service received had continued to be exemplary and a great source of support to management.

**RESOLVED to note the report.**

**135/PR EMPLOYEE ASSISTANCE PROGRAMME**

The Sub-Committee received a verbal update in respect of the usage of the Employee Assistance Programme by staff during the first year of its two year contract period.

The Sub-Committee was reminded that a change in operating procedures meant that the provider no longer gave detailed usage information for smaller organisations, to reduce the likelihood of being able to identify individuals. However, it was felt that more information would be useful and agreed to approach the provider again.

**RESOLVED to note the information.**

**136/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.**

**137/PR STAFFING MATTERS**

The Sub-Committee received a verbal update in respect of three current Human Resources issues and the procedures being followed, on the advice of the retained HR provider. It was noted that the procedures were often time consuming to follow and that, as the management team was relatively small, this did at times have an impact on workload. However, it was agreed that adhering to the professional advice received from our HR provider was essential in ensuring compliance with policies and legislation.

**RESOLVED to note the information.**

The meeting closed at 8.10 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 26 MARCH 2018.

Chair

2 JULY 2018