

**LEIGHTON-LINSLADE TOWN COUNCIL**

**PERSONNEL SUB-COMMITTEE**

**MONDAY 12 OCTOBER 2020 AT 1030 HOURS**

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

Other: M Saccoccio (Town Clerk)  
S Sandiford (Head of Democratic & Central  
Services)  
G Morgan (Human Resources, Luton  
Borough Council)

Members of the public: 0

**39/PR APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor R Goodchild.

**40/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.

**41/PR QUESTIONS FROM THE PUBLIC**

No members of the public were present.

**42/PR MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 6 July 2020 were received.

**RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 6 July 2020 be approved as a correct record and would be signed at a later date when safe to do so.**

**43/PR DATE OF MARCH MEETING**

The Sub-Committee was asked to consider a change in date for the March 2021 meeting, from 29 March to 22 March.

**RESOLVED to change the date of the March 2021 meeting from Monday, 29 March to Monday, 22 March.**

**44/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.

**45/PR SIX MONTHLY HR SERVICE LEVEL AGREEMENT REPORT**

In accordance with the Service Level Agreement for Human Resources and Occupational Health support from Luton Borough Council, the Sub-Committee received a report for the period March-September 2020. This included areas on which HR advice had been given, mainly related to the Covid-19 pandemic and associated issues. It was noted that the service level agreement was due for renewal in 2021.

**RESOLVED** to note the report.

**46/PR TRAINING REPORT**

The Sub-Committee received a report regarding staff training undertaken within the last twelve months, in line with the Council's training policy and employee appraisal procedure. A significant amount of professional and personal development training had been completed, including Data Protection and Equality & Diversity refresher training. During the last six months there had been a move towards training by online modules and webinars.

**RESOLVED** to note the report and to thank all staff for their commitment to undertaking training, particularly when within their own time.

**47/PR STAFF SICKNESS ABSENCE REPORT**

The Sub-Committee received a report summarising staff sickness absence for the period 1 July 2019 – 30 June 2020. The number of days lost was reduced from the previous year, with no long-term sickness absence and most absences a one-off occurrence.

It was noted that staff were supported by an Employee Assistance programme, which had been accessed throughout the year and which was noted to be particularly important during the pandemic. Staff were also offered health checks every other year, although it was not known whether these would be able to take place by financial year end.

**RESOLVED** to note the report.

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**RECOMMENDED to the Policy & Finance Committee that the budget for employee health checks be carried over into 2021-22 if checks could not take place by 31 March 2021.**

**48/PR STAFF SURVEY REPORT**

The Sub-Committee received a report summarising a recent survey undertaken with office-based staff. This had largely focussed on the challenges presented by the Covid-19 pandemic and associated matters including home working, I.T. equipment and access, wellbeing and support. The cultural change from being office based to home working had represented a huge shift in a short space of time, but staff had adapted well and continued to be very productive, changing working practices and services being delivered to reflect the Covid-19 restrictions.

**RESOLVED to note the report and to thank staff for their continued commitment and flexibility in difficult circumstances.**

**49/PR STAFFING MATTERS**

The Sub-Committee noted that TACTIC was currently fully staffed following the successful completion of a probationary period by a new employee.

The vacancy for maternity leave cover for the Administration Officer was discussed. A number of options were being given consideration. It was noted that the arrangement to outsource a limited amount of communications support for a short-term period was continuing for October-December 2020.

**RESOLVED to note the information.**

The meeting closed at 1109 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 12 OCTOBER 2020.

CHAIR

4 JANUARY 2021