

**LEIGHTON-LINSLADE TOWN COUNCIL**  
**MINUTES OF PERSONNEL SUB COMMITTEE**  
**MONDAY, 11 OCTOBER 2021 AT 7.30 PM**

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

Also in attendance:            M Saccoccio, Town Clerk  
   S Sandiford, Deputy Town Clerk  
   V Cannon, Head of Cultural and Economic  
   Services

Members of the public:        0  
Members of the press         0

**77/PR    APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors K Cursons and R Goodchild.

**78/PR    DECLARATIONS OF INTEREST**

No declarations were made and no dispensations were requested.

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

No members of the public were present.

**80/PR    MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 5 July 2021 were received.

**RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 5 July 2021 be approved as a correct record and were signed accordingly.**

The Sub-Committee noted that all policies recommended for approval at that meeting had subsequently been endorsed by Policy and Finance Committee and by Council.

**81/PR HUMAN RESOURCES ANNUAL REPORT**

The Sub-Committee received the first annual report of the current service level agreement with Luton Borough Council for Human Resources and Occupational Health support.

**RESOLVED to note the report.**

**82/PR POLICY REVIEW**

The Sub-Committee received and considered the proposed amendments to the Council's Social Media Procedure, which reflected measures introduced following the social media audit earlier in the year.

**RESOLVED to recommend to Policy & Finance approval of the proposed amendments to the Council's Social Media Procedure.**

**83/PR FLEXIBLE WORKING**

The Sub-Committee received a report and draft policy/procedure in respect of flexible working. Employees already had a legal right to request consideration of flexible working and there were examples of temporary amendments to working hours, compressed hours and different start/finish times for some members of staff. Each request was and would continue to be considered on its own merits.

The proposed policy provided a clearer framework for both employees and managers and was based on that adopted by Luton Borough Council.

**RESOLVED to recommend to Policy & Finance approval of the draft Flexible Working Policy.**

**84/PR EXCLUSION OF THE PUBLIC**

The Sub-Committee considered that any further discussion regarding staffing matters would be prejudicial to the public interests.

**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.**

**85/PR SICKNESS ABSENCE REPORT**

The Sub-Committee received the annual report in respect of employee sickness absence for the period 1 July 2020 – 30 June 2021. Covid related absence was not recorded. Sickness absence was significantly lower for the

year than previously, possibly reflecting the periods of isolation in lockdown. Since 1 July 2021, there had been two absences due to Covid-19 and it was anticipated that sickness absence was likely to increase now that most Covid restrictions had been lifted (as predicted nationally).

**RESOLVED to note the report.**

**86/PR 2021 APPRAISALS UPDATE**

The Sub-Committee received a verbal update in respect of 2021 employee performance appraisals. Appraisals were largely complete for senior management and for the Cultural & Economic and Central & Democratic Services teams. There were no concerns to draw to the Sub-Committee's attention.

**RESOLVED to note the report.**

**87/PR STAFFING MATTERS**

The Sub-Committee received and considered a number of reports with recommendations in respect of staffing.

A report was given in respect of Central and Democratic Services and an identified need to alleviate pressures on the Head of Service. Approval was sought to undertake further scoping work on a part time role to focus on governance and compliance as well as providing additional resource to support democratic services functions.

**RESOLVED to endorse that officers undertake further scoping work on the potential for a new part-time role in the Central Services team, with more detailed proposals to be brought back to the Sub-Committee in January 2022.**

**RESOLVED to note the intention to include budget provision in the Central Salaries budget line for this growth item in the draft revenue budget for 2022-23 (subject to Council approval in January 2022).**

A report was given in respect of Cultural and Economic Services and a similar identified need to alleviate pressures on the Head of Service. Approval was sought to create an additional support officer role which could be funded within the existing salaries budget.

**RESOLVED to endorse the creation of a new job post of Cultural and Economic Support Officer on a substantive contract for up to 20 hours per week (subject to evaluation).**

**RESOLVED to endorse that the post be evaluated by Luton Borough Council in its capacity as the retained Human Resources consultant to ensure the salary is representative of the job description.**

V Cannon and S Sandiford left the meeting at 2005 hours.

The Town Clerk presented a report regarding a recent job re-evaluation in respect of deputising for the Responsible Finance Officer role. This was a requirement of Standing Orders (S.O. 16) which had been identified by the Standing Orders Task and Finish group earlier in the year (Minute reference 16/SO). This was now incorporated in the Deputy Town Clerk job description which had been re-evaluated by Luton Borough Council as the HR provider.

**RESOLVED to endorse the re-evaluated post of Deputy Town Clerk to be effective from 1<sup>st</sup> April 2022.**

The meeting closed at 8.12 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 11 OCTOBER 2021.

Chair

10 JANUARY 2022