

RECORD OF APPROVED DECISIONS

Personnel Sub-Committee April 2022

Below is a record of decisions delegated to the Town Clerk during the specified period, with email approval by Councillors, in accordance with the procedure set out at Standing Order 15 (c)

Date requested	Subject	Specific agreed decision	Agreed by Cllrs
3 May 2022	Personnel matters – following discussion at the Personnel Sub-Committee meeting held 27 April 2022	<p>Interim cover</p> <ul style="list-style-type: none"> i) That the existing Job Description for Head of Cultural and Economic Services be reviewed to create a basis to advertise for an interim manager on a fixed term contract for up to six months ii) To advertise the interim vacancy as soon as practicable both directly and indirectly (i.e. through recruitment agencies), with any costs for advertising or agency fees to be met from the HR Consultancy earmarked reserve 920/9030 (up to a maximum of £1,500). iii) Salary cost for an interim manager to be met from the Salaries revenue budget for the substantive role iv) That in any intervening period between the departure of the current postholder and the commencement of an interim manager, the following arrangements be put in place to ensure business continuity, following discussion and agreement between the Town Clerk and the Chair of the Personnel Sub-Committee: <ul style="list-style-type: none"> a) To seek the support of an external consultant on a day rate basis to work on specific and appropriate work streams (any costs to be met from the HR Consultancy earmarked reserve 920/9030). b) The sharing of line management and service management responsibilities between existing managers 	Approved by 4 out of 6 members of Sub Committee

		<p>based on capacity and individual areas of strength/expertise.</p> <p>c) Where appropriate, to support managers by seeking additional hours from either existing employees or temporary external resources, to backfill certain tasks as appropriate.</p> <p>d) Costs arising from additional hours or responsibilities as set out in b) and c) above to be met from the Salary revenue budget for the substantive role.</p> <p>Permanent recruitment</p> <p>v) That the existing Job Description for Head of Cultural and Economic Services be reviewed and externally evaluated by Luton Borough Council in accordance with the National Joint Council criteria, noting that this in turn may lead to the amendment and possible re-evaluation of other substantive Job Descriptions.</p> <p>vi) To seek to secure the services of a recruitment consultant to support the appointment process</p> <p>vii) That any costs arising from the advertising and recruitment process be met from the HR Consultancy earmarked reserve 920/9030 (up to a maximum a maximum of £6,000).</p> <p>viii) That following approval by the Personnel Sub-Committee of steps iv) and v) above, the recruitment process for a permanent position be commenced as soon as practicable.</p> <p>ix) That the Chair of the Personnel Sub-Committee form part of the appointment panel for the permanent recruitment to the role.</p>	
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