

RECORD OF APPROVED DECISIONS

Personnel Sub-Committee March 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
29 March 2022	Personnel matters	<ol style="list-style-type: none">1) Staffing policies review: to note that 12 policies have been reviewed by the Council's Human Resources provider since 2020 and that the next four documents for review will be: Employee handbook, Organisational change policy, Whistleblowing procedure and staff & councillor training policy (all date from 2015).2) To note the organisational health report provided following recent employee health checks and to endorse expenditure of £495 from budget code 4383/12 for the purchase of four webinars to provide further guidance on four specific areas identified in the health checks.3) To endorse that from 1 April 2022, any Covid related sickness absence should be recorded and processed in accordance with the Council's Sickness Absence Procedure, as recommended by Luton Borough Council and in line with national guidelines relating to Covid-19. As with all sickness absence, employees will be provided support through Occupational Health should this be required.4) To note that the Employee Assistance programme has received no calls but 35 visits to the web portal over the last 12 months.5) To provide further support to employees by investing in an online wellbeing platform and an online mental health/stress management platform for 12 months, with its value to be assessed later in 2022. Costs of £995 per platform to be met	Approved by 4 out of 6 members of Sub Committee

		<p>from budgets 4007/12 (health checks) and 4383/12 (health and safety). The platforms will allow people to complete a survey to determine their wellbeing/pressure status as frequently as they wish and to access a library of resources to help self-manage any areas of concern.</p> <p>6) To support the recommendations made in the report presented to committee: To make the current fixed-term contract for the position of Cultural and Economic Support Officer (Markets) a permanent position, with the salary and on-costs to be met from the existing Market Service Cost Centre budget.</p>	
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