

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

**MONDAY, 4 JULY 2022 AT 7.30 PM**

Present: Councillors           A Dodwell (Chair)  
  D Bowater  
  S Jones (Vice-Chair)  
  R Goodchild

Also in attendance:           M Saccoccio, Town Clerk  
  S Sandiford, Deputy Town Clerk

Members of the public:       0  
Members of the press         0

**93/PR    APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors K Cursons and D Scott.

**94/PR    ELECTION OF CHAIR FOR 2022-23**

It was proposed and seconded that Councillor A Dodwell be appointed Chair for the municipal year 2022-23. There were no further nominations.

**RESOLVED to appoint Councillor A Dodwell as Chair of the Personnel Sub-Committee for the municipal year 2022-23.**

**95/PR    ELECTION OF VICE CHAIR FOR 2022-23**

It was proposed and seconded that Councillor S Jones be appointed Vice Chair for the municipal year 2022-23. There were no further nominations.

**RESOLVED to appoint Councillor S Jones as Vice Chair of the Personnel Sub-Committee for the municipal year 2022-23.**

**96/PR    DECLARATIONS OF INTEREST**

No declarations were made or dispensations requested.

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

No members of the public were present.

**98/PR MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 27 April 2022 were received.

**RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 27 April 2022 be approved as a correct record and were signed accordingly.**

**99/PR DELEGATED DECISIONS**

The Committee received the approved decisions taken in March and April, by delegation to the Town Clerk with email approval from a majority of Committee members in accordance with Standing Order 15 (c)(vii).

**RESOLVED to note the decisions.**

**100/PR TRAINING POLICY REVIEW**

The Sub-Committee received a report reviewing the 2011 Employee and Councillor Training Policy along with draft revised new Learning and Development procedures and policies, separated for employees and for councillors. These provided greater clarity, especially in terms of study for professional qualifications which represented a greater commitment for both the employee and the council.

**RECOMMENDED to the Policy and Finance Committee to consider recommending to Council approval of the Learning and Development Policy & Procedure and the Councillor Learning and Development Policy.**

**101/PR TOWN CLERK'S APPRAISAL**

The Sub-Committee agreed to appoint a panel of three Councillors to undertake the Town Clerk's appraisal for 2022-23.

**RESOLVED to appoint Councillors A Dodwell, S Jones and S Owen to the Town Clerk's appraisal panel.**

**102/PR EXCLUSION OF THE PUBLIC**

The Sub-Committee considered that any further discussion regarding XXX 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.**

**103/PR STAFFING MATTERS (verbal update)**

The Sub-Committee received a verbal update on staffing matters including two new starters, one resignation, current vacancies and recruitment for the Head of Economic and Cultural Services role. It was anticipated that interviews would take place towards the end of July.

The meeting closed at 7.50 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 4 JULY 2022.

Chair

10 OCTOBER 2022