

LEIGHTON-LINSLADE TOWN COUNCIL
MINUTES OF PERSONNEL SUB COMMITTEE

MONDAY, 27 MARCH 2023 AT 7.30 PM

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

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

Members of the public: 0

116/PR APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor K Cursons.

117/PR DECLARATIONS OF INTEREST

No declarations were made or dispensations requested.

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

No members of the public were present.

119/PR MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 31 October 2022 were received.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 31 October 2022 be approved as a correct record and were signed accordingly.

Minute reference 114/PR: a verbal update was given regarding evaluation of job roles by Luton Borough Council.

120/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.**121/PR EMPLOYEE ASSISTANCE PROGRAMME RENEWAL**

The Sub-Committee received a report regarding the Employee Assistance Programme with a recommendation to renew the service for a further two years.

RESOLVED to renew the Employee Assistance Programme with the same provider for a two-year period from 1 April 2023 – 31 March 2025 at a cost of £750/year, to be met from budget 4388/12.

122/PR EMPLOYEE HANDBOOK REVIEW

The Sub-Committee received proposed amendments to the Employee Handbook following review by Luton Borough Council and by senior management team. Several sections were out of date or no longer appropriate and would be removed, while some sections had been amended due to procedural changes or new policies.

A query was raised about the potential use of Tik Tok social media given national security concerns and this would be investigated further.

RESOLVED to approve the proposed amendments to the Employee Handbook.

123/PR STAFFING MATTERS

The Sub-Committee received the second annual monitoring report of the three-year service level agreement for Human Resources and Occupational Health support from Luton Borough Council.

RESOLVED to note the report.

The Sub-Committee received a verbal update on current recruitment, probation and staffing matters. It was noted that there was a national recruitment challenge.

RESOLVED to note the information.

The meeting closed at 7.47 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 27 MARCH 2023.

Chair

17 APRIL 2023