



Mark Saccoccio

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24 December 2020

To: Members of the Personnel Sub Committee (Councillors A Dodwell, D Bowater, K Cursons, R Goodchild, S Jones and D Scott)
(Copies to all Town Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of **Personnel Sub Committee** to be held on **Monday, 4 January 2021** commencing at **7.30 pm**. This will be a remote meeting held via Microsoft Teams in accordance with The Local Authorities and Crime Panels (Coronavirus)(Flexibility of Meetings)(England and Wales) Regulations 2020. The meeting link is below:

<https://tinyurl.com/yyouz2jq> or by telephone: +44 20 3795 5672 (conf ID: 990 833 040#)

**THIS MEETING MAY
BE RECORDED ***

M Saccoccio
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

2. DECLARATIONS OF INTEREST

- (i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- (ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

3. QUESTIONS FROM THE PUBLIC (3 MINUTES PER PERSON; MAXIMUM 15

This will be a remote meeting held via Microsoft Teams in accordance with The Local Authorities and Crime Panels (Coronavirus)(Flexibility of Meetings)(England and Wales) Regulations 2020

MINUTES)

To receive questions and statements from members of the public in respect of any item of business included in the agenda, as provided for in Standing Order No.s 3(f) and 3(g).

4. MINUTES OF PREVIOUS MEETING (Pages 1 - 4)

(a) To receive and approve as a correct record the minutes of the Committee meeting held on 12 October 2020 (**attached**) in accordance with Standing Order 12.

(b) To receive information updates on matters arising from the previous meeting (if appropriate).

5. EXCLUSION OF THE PUBLIC

The Sub-Committee may consider it appropriate to consider the following resolution should they consider that any discussion would be prejudicial to the public interests: 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:

6. STAFFING MATTERS (Pages 5 - 12)

* Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member, officer or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.

LEIGHTON-LINSLADE TOWN COUNCIL
MINUTES OF PERSONNEL SUB COMMITTEE
MONDAY, 12 OCTOBER 2020 AT 10.30 AM

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

Also in attendance: M Saccoccio, Town Clerk
 S Sandiford, Head of Democratic and Central
 Services
 G Morgan (Human Resources, Luton Borough
 Council)

Members of the public: 0
Members of the press 0

39/PR APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor R Goodchild.

40/PR DECLARATIONS OF INTEREST

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting. No declarations were made.

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

No members of the public were present.

42/PR MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 6 July 2020 were received.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 6 July 2020 be approved as a correct record and would be signed at a later date when safe to do so.

43/PR DATE OF MARCH MEETING

The Sub-Committee was asked to consider a change in date for the March

2021 meeting, from 29 March to 22 March.

RESOLVED to change the date of the March 2021 meeting from Monday, 29 March to Monday, 22 March.

44/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.

45/PR **SIX MONTHLY HR SERVICE LEVEL AGREEMENT REPORT**

In accordance with the Service Level Agreement for Human Resources and Occupational Health support from Luton Borough Council, the Sub-Committee received a report for the period March-September 2020. This included areas on which HR advice had been given, mainly related to the Covid-19 pandemic and associated issues. It was noted that the service level agreement was due for renewal in 2021.

RESOLVED to note the report.

46/PR **STAFF TRAINING REPORT**

The Sub-Committee received a report regarding staff training undertaken within the last twelve months, in line with the Council's training policy and employee appraisal procedure. A significant amount of professional and personal development training had been completed, including Data Protection and Equality & Diversity refresher training. During the last six months there had been a move towards training by online modules and webinars.

RESOLVED to note the report and to thank all staff for their commitment to undertaking training, particularly when within their own time.

47/PR **STAFF SICKNESS ABSENCE REPORT**

The Sub-Committee received a report summarising staff sickness absence for the period 1 July 2019 – 30 June 2020. The number of days lost was reduced from the previous year, with no long-term sickness absence and most absences a one-off occurrence.

It was noted that staff were supported by an Employee Assistance programme, which had been accessed throughout the year and which was noted to be particularly important during the pandemic. Staff were also

offered health checks every other year, although it was not known whether these would be able to take place by financial year end.

RESOLVED to note the report.

RECOMMENDED to the Policy & Finance Committee that the budget for employee health checks be carried over into 2021-22 if checks could not take place by 31 March 2021.

48/PR COVID-19 PANDEMIC: STAFF SURVEY REPORT

The Sub-Committee received a report summarising a recent survey undertaken with office-based staff. This had largely focussed on the challenges presented by the Covid-19 pandemic and associated matters including home working, I.T. equipment and access, wellbeing and support. The cultural change from being office based to home working had represented a huge shift in a short space of time, but staff had adapted well and continued to be very productive, changing working practices and services being delivered to reflect the Covid-19 restrictions.

RESOLVED to note the report and to thank staff for their continued commitment and flexibility in difficult circumstances.

49/PR STAFFING MATTERS

The Sub-Committee noted that TACTIC was currently fully staffed following the successful completion of a probationary period by a new employee.

The vacancy for maternity leave cover for the Administration Officer was discussed. A number of options were being given consideration. It was noted that the arrangement to outsource a limited amount of communications support for a short-term period was continuing for October-December 2020.

RESOLVED to note the information.

The meeting closed at 11.09 am.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 12 OCTOBER 2020.

Chair

4 JANUARY 2021

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