



**Mark Saccoccio**

Town Clerk

01525 631920

info@leightonlinslade-tc.gov.uk

www.leightonlinslade-tc.gov.uk

17 March 2023

To: Members of the Personnel Sub Committee (Councillors A Dodwell, D Bowater, K Cursons, S Jones, R Goodchild 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, 27 March 2023** commencing at **7.30 pm** in the The Council Chamber, The White House, Hockliffe Street, Leighton Buzzard, Beds LU7 1HD.

**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) The Localism Act 2011 and the Code of Conduct requires Councillors to declare any pecuniary interests, other registrable interests or sensitive interests in items on the meeting agenda, which are not already included in the Register of Interests. Members may choose to declare interests already listed in the Register for clarity and transparency.

(ii) For disclosable pecuniary interests, Members must leave the room and not participate in discussion or voting, unless a dispensation has been granted.

(iii) For other registrable or non-registrable interests which directly relate to the financial interest of a Member, a relative or close associate, councillors may speak on the matter **only** if members of the public may also speak at the meeting. Thereafter, Members should leave the room and not participate in discussion or voting, unless a dispensation has been granted.

(iv) The Council/Committee/Sub-Committee is asked to consider approving any requests for dispensations to speak/vote on any agenda item in accordance with the Dispensations Procedure.

**3. QUESTIONS FROM THE PUBLIC (3 MINUTES PER PERSON; MAXIMUM 15 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(e)(f)(g) and 3(h).

**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 31 October 2022 (**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. EMPLOYEE ASSISTANCE PROGRAMME RENEWAL (Pages 5 - 8)****7. EMPLOYEE HANDBOOK REVIEW (Pages 9 - 34)**

To consider an updated draft (**attached** with proposed deletions shown in red and amendments shown in purple).

**8. STAFFING MATTERS (Pages 35 - 38)**

\* 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.

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## LEIGHTON-LINSLADE TOWN COUNCIL

### MINUTES OF PERSONNEL SUB COMMITTEE

MONDAY, 31 OCTOBER 2022 AT 2.00 PM

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

Also in attendance:            M Saccoccio, Town Clerk  
   S Sandiford, Deputy Town Clerk  
   I Haynes, Head of Grounds and Environmental  
   Services  
   Cllr V Harvey  
   G Morgan (Luton Borough Council)

Members of the public:        0  
Members of the press            0

#### **104/PR APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor Cursons.

#### **105/PR DECLARATIONS OF INTEREST**

No declarations were made or dispensations requested.

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

No members of the public were present.

#### **107/PR MINUTES OF PREVIOUS MEETING**

The minutes of the Personnel Sub-Committee meeting held on 4 July 2022 were received.

**RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 4 July 2022 be approved as a correct record and were signed accordingly.**

#### **108/PR POLICY REVIEW**

The Sub-Committee received and considered proposed minor amendments to the Recruitment Policy and the Organisational Change procedure. The next review would be the Employee Handbook to make sure it remained up to date and fit for purpose.

**RESOLVED to endorse proposed minor amendments to the Recruitment Policy and the Organisational Change Procedure.**

**109/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 verbal update from Luton Borough council regarding Staffing Matters.**

**110/PR VERBAL UPDATE FROM LUTON BOROUGH COUNCIL REGARDING HUMAN RESOURCES AND OCCUPATIONAL HEALTH SERVICE LEVEL AGREEMENT.**

G Morgan of Luton Borough Council gave a verbal update in respect of the service level agreement for Human Resources and Occupational Health support. Covid continued to be a focus for enquiries and in addition, advice had been given in respect of flexible/hybrid working, generalised Human Resources matters, recruitment and sickness absence and policy reviews.

**RESOLVED to note the information.**

**111/PR EVENT STEWARD JOB DESCRIPTION**

The Sub-Committee was asked to consider minor amendments to the existing Event Steward job description and to endorse that this be re-evaluated by Luton Borough Council.

**RESOLVED to endorse the evaluation of the amended Event Steward job description.**

**112/PR FINANCE ASSISTANT JOB DESCRIPTION**

The Sub-Committee received a report and slightly amended job description for the role of Finance Assistant. This would be advertised internally initially and then if necessary, opened to external applicants.

**RESOLVED to endorse the job description as set out and to agree that recruitment advertising for the vacant post begin as soon as practicable.**

**113/PR ANNUAL SICKNESS ABSENCE REPORT**

The Sub-Committee received a report regarding staff sickness absence for the period July 2021-June 2022, as well as an organisational overview following voluntary employee health checks earlier in the year.

**RESOLVED to note the report.**

**114/PR RECRUITMENT UPDATE**

The Sub-Committee received a verbal update in respect of recruitment for the vacant role of Head of Cultural & Economic Services and noted a vacancy for a part time Cultural & Economic Support Officer.

Following an earlier report regarding capacity for dealing with governance/compliance matters such as data protection and information security, as well as Democratic Services support, it was agreed that a draft part-time role job description be evaluated by Luton Borough Council.

Further to discussion at the Grounds & Environmental Services Committee on 5 September 2022, the Sub-Committee received a report in respect of allotments related work and resources. An indicative salary scale, cost and number of hours was given, subject to external job evaluation. A query was raised regarding whether the proposal would give enough additional capacity. This could be reviewed at a later date.

**RESOLVED to endorse the creation of 2 x part-time roles to support the allotment service.**

**RECOMMENDED to the Grounds and Environmental Services Committee that these be included in the draft budget for 2023/2024.**

**115/PR STAFFING MATTERS**

The Sub-Committee received a report in respect of the National Joint Council local government services pay negotiations for 2022-23. Whilst national negotiations with unions remained ongoing, a decision was anticipated soon. The format of the pay offer was unusual and if agreed, could result in a shortfall in the current year budget.

**RECOMMENDED to the Policy and Finance Committee that any budgetary shortfall arising from the national pay award for 2022-23 be met from general reserves, if necessary.**

The meeting closed at 2.42 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 31 OCTOBER 2022.

Chair

9 JANUARY 2023

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