

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PERSONNEL SUB-COMMITTEE

**HELD AT THE COUNCIL CHAMBER, GROVE HOUSE, HIGH STREET NORTH,
DUNSTABLE**

ON WEDNESDAY 22 FEBRUARY 2023 FROM 19:00

Present: Councillors Gloria Martin (Chairman), Sid Abbott, John Gurney, Liz Jones and Lisa Bird.

In Attendance: Paul Hodson – Town Clerk and Chief Executive

Apologies for Absence: Councillor Peter Hollick

1. Specific Declarations of Interest

None

2. Minutes of the Meeting of the Personnel Sub-Committee held on 18 November 2022

Approved

3. Investors in People Update

Members received the report.

4. AGREED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

5. Staffing Structure

RESOLVED: i) to recommend to Council for the Council to adopt the revised staffing structures for the Town Clerk & Chief Executive's Office listed at 3.2 and Creasey Park Community Football Centre listed at 3.3 in the report provided from 1 April 2023, providing that the job role assessments are in line with the forecast costs provided, with the following changes:

ii) to delegate to the Town Clerk & Chief Executive in liaison with the Chairman to review the salary of the Apprentice dependent on initial recruitment.

iii) to retain the current role of Democratic Services Officer role, increased to full time hours, but advertise more openly to be clear that civic experience is not essential.

iv) to review whether level 3 NEBOSH certificate would benefit the Compliance Officer.

Council should consider including a caveat with training above a certain cost that staff should repay the cost if they leave within two years for training above a certain level.