

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF PERSONNEL SUB-COMMITTEE**

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

**ON THURSDAY 11 APRIL 2019**

Present: Councillors Peter Hollick (Chairman), Liz Jones (Vice-Chairman) and Nigel Warren

In Attendance: Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillor John Kane and Claire Meakins

**1. SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**2. QUARTERLY STAFF AWARD SCHEME**

The Sub-Committee considered the nominations for the 4th quarter staff awards for 2018/19. Members were impressed by the achievements of all nominees who would be thanked for their efforts.

Arrangements would be made for the Town Mayor to present the award to the successful nominee.

**RESOLVED:** that the 4th quarter staff award be made to Jack Adams-Rimmer, Neighbourhood Development Officer.

In considering the nominations, Members were advised of the recommendations contained within the IIP Assessment Report and the resulting Improvement Programme, which included a review of the establishment of a staff working group to review the Quarterly Staff Award Scheme with a view to adopting a more appropriate way of recognising ongoing good performance.

**3. STAFF VOLUNTEERING SCHEME**

The Sub-Committee considered a report of the Town Clerk and Chief Executive resulting from a staff suggestion that the Council sets up a staff volunteer scheme whereby all staff are offered one day's additional paid leave to undertake volunteering duties for a Dunstable based charity or voluntary group. Members also noted that adopting such a scheme was specifically referenced in the IIP Assessment Report and included in the resultant improvement programme.

**RECOMMENDED:** that the Finance and General Purposes Committee approve the introduction of a Staff Volunteering Scheme as submitted to the Personnel Sub-Committee.