

**DUNSTABLE TOWN COUNCIL**

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

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

**ON MONDAY 29 APRIL 2024**

Present: Councillors Liz Jones (Town Mayor), Louise O'Riordan (Deputy Town Mayor), Peter Hollick (Chair), Nicholas Kotarski (Vice Chair) and Matthew Brennan

In Attendance: Paul Hodson – Town Clerk and Chief Executive  
Kelley Hallam – HR & Payroll Manager

Apologies for Absence: Councillors John Gurney and Michelle Henderson

**108/24      Specific Declarations of Interest**  
None

**109/24      Minutes**  
The Minutes of the meeting of the Personnel Sub-Committee held on 13 December 2023 were approved as a correct record and were signed by the Chair.

**110/24      AGREED In terms of Schedule 12A, Local Government Act 1972, the following** item will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, AGREED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**111/24      HR Summary**  
Members received an update on all HR matters including staffing, sickness, people management, enhanced benefits and improvement projects.

The Committee requested an update on the recommendations that came from the Staff Survey at the next meeting.

*Action: HR & Payroll Manager*

**112/24      Staff Establishment**  
Members received a report detailing the Council's staff establishment as of 1 April 2024. The report also informed members of the Council's current salary structure and terms and conditions of employment.