

**DUNSTABLE TOWN COUNCIL**

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

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

**ON THURSDAY 13 MARCH FROM 19:00**

Present: Councillors Louise O’Riordan (Town Mayor), Richard Attwell, Liz Jones (Chair) and Nicholas Kotarski (Vice-Chair)

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

Public: Nil

**079/25 APOLOGIES FOR ABSENCE**

Councillor Johnson Tamara

**080/25 SPECIFIC DECLARATIONS OF INTEREST**

None

**081/25 MINUTES OF THE MEETING OF 16 JANUARY 2025**

**RESOLVED:** The Minutes of the meeting of the Personnel Sub-Committee held on 16 January 2025 were approved as a correct record and were signed by the Chair.

**082/25 PREVENTION OF SEXUAL HARASSMENT & POLICY UPDATES**

Members reviewed the Prevention of Sexual Harassment Action Plan, the updated Dignity at Work policy and the new Safer Recruitment policy.

**RESOLVED:** i) that the amended Dignity at Work policy be recommended for approval by the Finance and General Purposes Committee.

ii) that the adoption of the Safer Recruitment policy be recommend for approval to the Finance and General Purposes Committee

iii) that officers seek advice from the Council’s HR advisors regarding any additions that could made to the Dignity at Work Policy regarding how the policy relates to Members and make appropriate recommendations to a future meeting of the Personnel Committee.

iv) that the Prevention of Sexual Harassment Action Plan was approved by Members

**083/25**

**HR SUMMARY**

Members received an update on HR matters including staffing, sickness, people management, enhanced benefits and improvement projects.

The Committee received the updated sickness Return-to-Work Form and were in support of the improvements

The results of the 2024-2025 Staff Survey were received. Members noted that most of the responses were either much improved or equal to the previous year's results.

Members were pleased with the newly produced recruitment pack. They felt it really showcased what a great organisation the Town Council was to work for and would help with recruitment.

**084/25**

**EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** 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.

**085/25**

**VERBAL UPDATE ON STAFFING MATTERS**

Members received a verbal update from the Town Clerk and Chief Executive in regard to both new and ongoing staffing matters.

**Meeting closed at 20.04**