

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 SEPTEMBER FROM 7.00 pm

Present: Councillors Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Nicholas Kotarski (Chair), Liz Jones (Vice-Chair) and Peter Hollick

In Attendance: Paul Hodson – Town Clerk and Chief Executive
Kelley Hallam – HR & Payroll Manager
Lisa Scheder – Head of Corporate Services

Public: Nil

184/25 APOLOGIES FOR ABSENCE

Councillor O’Riordan

185/25 SPECIFIC DECLARATIONS OF INTEREST

None

186/25 MINUTES OF THE MEETING OF 12 JUNE 2025

RESOLVED: The Minutes of the meeting of the Personnel Sub-Committee held on 12 June 2025 were approved as a correct record and were signed by the Chair.

187/25 HR SUMMARY

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

Members noted that the 2025/2026 Annual Pay Award had been agreed at 3.2% on all spinal column points and staff pay has been suitably amended and back dated to 1 April 2025.

Members discussed the option to amend the current Vivup, Home & Electronics staff benefit scheme from a straight repayment scheme to a salary sacrifice scheme.

RESOLVED: to recommend to the Finance and General Purposes Committee that the Vivup, Home & Electronics staff benefit scheme.

Members re-iterated their full support for any actions that the Council took in regard to protecting staff from inappropriate and threatening behaviour.

188/25 POLICY UPDATES

As part of the regular review of the Council's policies and procedures, Members received and reviewed two new draft policies:

RESOLVED: i) that the adoption of the Vexatious Complaints policy be recommended for approval by the Finance and General Purposes Committee.

ii) that the adoption of the Portable Electrical Appliance Safety policy be recommend for approval by the Finance and General Purposes Committee

189/25 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 was, therefore, AGREED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

190/25 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.

191/25 CHAIRS REPORT - VERBAL UPDATE

The Chair updated the Committee on details of a confidential report that they were in receipt of and discussed the recommendations within that report.

192/25 DATE OF NEXT MEETING

The next meeting will be held on Thursday 6 November 2025.

Meeting closed at 20.07