

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PERSONNEL SUB-COMMITTEE

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

ON THURSDAY 6 NOVEMBER FROM 7 pm

Present: Councillors Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Liz Jones (Vice-Chair)(In the Chair), Matthew Neall and Johnson Tamara

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

Public: Nil

240/25 APOLOGIES FOR ABSENCE

Apologies were received from Councillor's Hollick (for whom Cllr Tamara was substituting), Kotarski and O'Riordan

241/25 SPECIFIC DECLARATIONS OF INTEREST

None

242/25 MINUTES OF THE MEETING OF 11 SEPTEMBER 2025

RESOLVED: The Minutes of the meeting of the Personnel Sub-Committee held on 11 September were approved as a correct record and were signed by the Chair.

243/25 HR SUMMARY

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

Members were informed that 53 staff members had attended the Staff Away Day in October, with the theme based on respect and dealing with difficult people and situations. The winners of the first Annual Staff Awards were noted.

244/25 COUNCILLOR-OFFICER PROTOCOL

Members received a detailed report on the proposed adoption of a Councillor-Officer Protocol and suggested recommendation to the Finance and General Services Committee.

The Councillor-Officer Protocol was part of the ongoing SLCC Civility and Respect project and could be used to guide councillors and officers in fostering effective working relationships.

Members reviewed the draft policy and stated that it was always good to have a framework to use as guidance and that it made sense to adopt it now, so that it would be embedded by the next local election.

RESOLVED: that the adoption of the Councillor-Officer Protocol be recommended for approval by the Finance and General Purposes Committee.

245/25

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.

246/25

VERBAL UPDATE ON PERSONNEL MATTERS

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

The Committee were notified of a report being taken to the Finance and General Purposes Committee regarding staffing at Bennett's Café & Community Hub. Members were in full support of the recommendations that were to be made in the report.

247/25

DATE OF NEXT MEETING

The next meeting will be held on Thursday 15 January 2026.

Meeting closed at 19.41