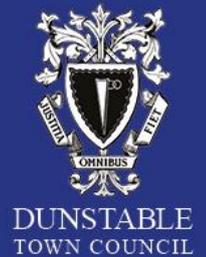


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**Paul Hodson**, Town Clerk and Chief Executive

Date: **9 January 2026**

Dear Councillor,

A meeting of the **Personnel Sub-Committee** will be held on **Thursday, January 15, 2026**, at **Council Chamber** at **19:00**.. Members of the public and press are also welcome to attend in person.

Please see the below QR code to access the full agenda:



Yours faithfully



Paul Hodson  
Town Clerk and Chief Executive

To: All Members of the **Personnel Sub-Committee**:  
Councillors Matthew Neall, Richard Attwell, Nicholas Kotarski, Louise O'Riordan, Peter Hollick, Sally Kimondo

*Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.*

## **AGENDA**

**015/26 Apologies for Absence**

**016/26 Declarations of Interest**

**017/26 To approve as an accurate record the Minutes of the Meeting of the Personnel Sub-Committee held on 6 November 2025**

**018/26 HR Summary**

Information report

**019/26 Designated Safeguarding Lead Structure**

**020/26 Exclusion of the Press and Public**

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

**021/26 Honorarium**

**022/26 Youth and Community New Structure**

**023/26 Personnel Matters**

Verbal update

**024/26 Date of the Next Meeting**

Thursday 5 March 2026

**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**

**DUNSTABLE TOWN COUNCIL**

**PERSONNEL SUB-COMMITTEE**

**THURSDAY 15 JANUARY 2026**

**HR SUMMARY**

<b>Purpose of report:</b> For information
---

**1. STAFFING**

- 1.1. Dunstable Town Council currently employs 74 staff.
- 1.2. Of these staff, 49 have permanent contracts, 4 have fixed-term contracts and 21 are casual workers.
- 1.3. 38 employees are full-time; 15 employees are part-time.
- 1.4. The Council has recruited a Cemetery Manager. They will be in post from 12 January 2026. A detailed induction programme is in place.
- 1.5. The Council is also currently recruiting for a part-time Democratic Services Manager on a fixed-term contract and a full-time Head of Grounds and Environmental Services. The recruitment for the Head of Service position is being managed by an external company, Council HR and Governance Support. The closing date is 20 January 2026. A verbal report will be provided on the proposed approach to involve Members and senior staff in the assessment process.
- 1.6. One part-time Detached Youth Worker has resigned. This post will not be filled as their fixed-term contract was due to end on 31 March 2026. Their work will be covered by existing staff for the remaining period.

**2. SICKNESS**

- 2.1. We have had one occurrence of long-term sickness since the last meeting of this Sub-Committee, but they are now back to normal duties.
- 2.2. One employee has had an Occupational Health Assessment to assess the need for reasonable adjustments due to a newly diagnosed medical condition. The recommendations in the report made by the assessor have been carried out. The employee will need to be re-assessed in the coming months to check on progress.
- 2.3. The new company UKIM was used for the assessment and the service received was excellent. An appointment had been made and completed with the employee within a week of the request being made and the report was received by the end of the day of the appointment.

**3. PEOPLE MANAGEMENT**

**Engagement**

- 3.1. Quarterly All-Staff meeting dates have been set for the year. These are held on 2 different days, at 2 different times and 2 different venues to enable as many staff to attend as possible. We also record one of the sessions and share this on MS Teams to allow anyone who was unable to attend in person to view it.
- 3.2. Meetings for 2026 are currently being programmed in.
- 3.3. Staff receive a monthly newsletter to update them on recent news and events. This is emailed directly both to their work email and/or their personal email.
- 3.4. The HR & Payroll Manager is proactively trying to improve engagement using MS Teams, celebrating staff wins, sharing news and sending reminders.

**Training**

- 3.5 The training budget for this year has been mostly allocated. The HR & Payroll Manager will now ensure the completion and recording of the training that has been allocated.
- 3.6 Mandatory training for next year is being planned. This includes fire safety, DSE, COSHH and first aid.

**Health and Wellbeing**

- 3.7 The Council participated in Tech Timeout Tuesday in December. The national initiative is to encourage staff to go screen free for one hour during the day to help with mental health. Some screen free activities were made available at Grove House during the lunch period. These included a jigsaw, dominoes, card games, adult colouring and puzzle books. Staff also pledged a screen free hour in the evening. The whole concept was well received, and staff have requested that it be repeated throughout the year.
- 3.8 A programme for 2026 is being planned. Events being included are a walking challenge, pay day Friday social catchups and HR drop-in sessions.

**4. ENHANCED STAFF BENEFITS**

**Stream (Formerly Wagestream)**

- 4.1. 24 eligible staff are currently enrolled to use Stream to enable them to access their wages early. A breakdown of how they are using the app can be found below:

	Budgeting	Saving	Flexible Pay	Education
June	11	9	7	0
July	14	11	9	0

August	15	11	8	0
Sept	17	10	6	0
Oct	13	10	6	0
Nov	11	10	7	0

### **Vivup**

- 4.2. 27 eligible staff are currently registered to use the Vivup app. There are currently 14 active orders from the Home & Electronics option, where household items are purchased, and repaid monthly, interest free, directly from their wages.
- 4.3. After approval from Committee, the Home & Electronics scheme will change to a salary sacrifice scheme from 1 April 2026. This would mean staff would make savings on tax, national insurance and pension payments on repayments for any purchases they make. It would also mean that the Council would make savings on these staffing oncosts as well.

### **Octopus Electric Vehicles**

- 4.4. Two electric vehicles have now been leased via the scheme.

### **Employee Assistance Programme**

- 4.5. Up to the end of September of this year, eight members of staff have accessed the EAP website for assistance, and four counselling sessions were also booked. The subjects staff sought advice on were money, law, managers, family and bereavement.

## **5. IMPROVEMENTS AND PROJECTS**

- 5.1 The HR & Payroll Manager has updated the Council's induction program to establish a consistent and in-depth process for all staff (see appendices 1 and 2). This has now been trialled on three new staff members and will now be rolled out to all new staff. Regular reviews will take place.
- 5.2 The HR & Payroll Manager will now update the exit procedure to ensure that it too is robust and provides useful information rather than a tick-box exercise.
- 5.3 The Employment Rights Bill has now become law. Amendments to Council policies will need to be made for changes being introduced in 2026. These include paternity leave, parental leave, whistleblowing and harassment. A tipping policy will also need to be implemented.
- 5.4 The biggest change to law that will affect the Council will be the changes to those on zero-hour contracts. These changes include the right to guaranteed hours and compensation if shifts are cancelled, amended or cut-short. This will be implemented in 2027.

- 5.5 Work has started on collating the information for the Complete Benefits Package letter that will be provided to all staff in April.

**6. APPENDICES**

- 6.1 Appendix 1 – Induction Form  
6.2 Appendix 2 – Induction Plan

**7. BACKGROUND PAPERS**

- 7.1 <https://www.acas.org.uk/employment-rights-bill>  
7.2 <https://www.gov.uk/government/publications/employment-rights-bill-factsheets>

**8. AUTHOR**

Kelley Hallam – HR & Payroll Manager  
[Kelley.hallam@dunstable.gov.uk](mailto:Kelley.hallam@dunstable.gov.uk)

# DUNSTABLE TOWN COUNCIL STAFF INDUCTION

**Employee Details:**

<b>Name</b>	
<b>Employee No.</b>	
<b>Position</b>	
<b>Service Area</b>	
<b>Line Manager</b>	
<b>Head of Service</b>	

**Contract Details:**

<b>Start Date</b>						
<b>Probation End Date</b>						
<b>Period of Notice</b>						
<b>Contract Type</b>						
<b>Contracted Hours</b>						
<b>Contract End Date (If Fixed-Term)</b>						
<b>Annual Salary</b>						
<b>Hourly Rate</b>						
<b>Overtime Rate</b>	x 1		X 1.5		X 2	
<b>Annual Leave Entitlement (Full Year)</b>						
<b>Annual Leave Entitlement (Current Year)</b>						

**Pension Details:**

<b>LGPS Pension Eligibility</b>	
<b>Employee Pension Rate</b>	
<b>Employer Pension Rate</b>	

**IT Provision:**

<b>Email Address</b>	
<b>MS365 Password</b>	

## DAY 1: Induction Program

To be carried out at Grove House by the HR & Payroll Manager

Activity	Details	Complete
Welcome	Tour of Grove House	
	Meet the Staff	
	Door codes	
Administration	Fire procedures	
	Right to Work documentation check	
	Parking permit Issue	
	ID card issue	
Meet your Team	New employee documentation check	
	Where applicable you will visit & meet members of your team.	
Personnel Chat	Annual leave & Bank Holiday entitlement	
	Sickness procedures & entitlement	
	Probationary period	
	Period of Notice	
	Working hours & breaks	
	Overtime & TOIL	
	Flexi-time working (If applicable)	
	Pay date & payslips	
	Pension provision & LGPS	
	Staff Handbook	
	Training provision	
	CPR process	
	Reasonable adjustments	
Trade Union Membership		
Meet the TC&CE	Any other questions in regard to T&C	
	An informal chat with Paul Hodson, Town Clerk & Chief Executive of Dunstable Town Council who will give an introduction of DTC, the history, council, committees, services & current/future plans	
DTC Introduction	Service Areas	
	Staff structures	
	Your Team	
	Councillors	
	Committee Structure & Meetings	

	Values & Behaviours	
	Mission statement	
	Council objectives	
	Customer charter	
	Dress code or uniform	
	Employee Assistance Programme	
	Wagestream	
	Vivup	
	Octopus Electric Vehicles	
	Health & Wellbeing program	
LUNCH (30 mins)	Please feel free to bring in your own lunch, we do have a microwave and toaster in the kitchen or of course you are welcome to leave the premises to do whatever you wish on your lunch break.	
Issuing of Equipment	Mobile phone, charger & case	
(Where applicable)	Laptop & charger	
	Headset/earpiece	
	Laptop case	
	Desk area	
	Keys	
	Stationery	
	Other	
IT Set Up & Log-in on Laptop, tablet and/or mobile phone		
	Outlook / MS365	
	MS Teams	
	Bright HR (HR portal)	
	Virtual College (Training portal)	
IT Overview	Acceptable Use Policy	
	Bright HR training	
	MS365 training	
Meet your HofS	An informal chat with your Head of Service	
Health & Safety	H&S Policy – via BHR	
	Policies in Staff Handbook	

I acknowledge that I have received information about and/or completed the above induction items. If I need further details or clarification regarding any of these items, I will promptly contact my line manager or the HR & Payroll Manager.

Name:

Signature:

Date:

I confirm that I have supplied all necessary information and/or completed the induction requirements listed above with the new employee.

Name:

Signature:

Date:

## **DAY 2: Induction Program**

**To be carried out at your normal place of work by your line manager**

<b>Activity</b>	<b>Details</b>	<b>Complete</b>
Welcome	Tour of premises	
	Meet the Staff	
	Door codes	
	Signing-in procedure	
	Fire procedures	
Your Position	Go through job description	
	Start Induction Plan	
	Set induction meeting dates	
	Tasks	
	Duties	
	Current projects	
	Health & Safety policies	
	Risk assessments	
	First aid provision & first aider	
	General housekeeping	
	Uniform provision	
	PPE	
	Accident & Incident reporting	

I acknowledge that I have received information about and/or completed the above induction items. If I need further details or clarification regarding any of these items, I will promptly contact my line manager or the HR & Payroll Manager.

Name:

Signature:

Date:

I confirm that I have supplied all necessary information and/or completed the induction requirements listed above with the new employee.

Name:

Signature:

Date:

<b>Getting to Know Dunstable Town Council</b>		
<b>Tour/Visit of these sites &amp; their managers</b>		
	Grove Corner	
	Priory House	
	Dunstable Cemetery	
	Town Rangers Depot	
	Creasey Park Depot	
	Bennett's Café & Community Hub	
<b>Knowledge of other principal sites</b>		
	Grove House Gardens	
	Priory Gardens	
	Bennett's Recreation Ground	
	Allotments	
	Mentmore Recreation Ground	
	Kingsbury Recreation Ground	
	Peter Newton Recreation Ground & Pavilion	
	Downside Recreation Ground & Community Centre	
<b>To read &amp; acknowledge the following policies:</b>		
	Disciplinary & Grievance Procedure	
	Dignity at Work	
	Safeguarding Policy	
	Equal Opportunities	
	Code of Conduct	
	Data Protection	
	Internet & Social Media Policies	
	Customer Charter	
<b>Scheme of delegation training (if applicable)</b>		
	To be carried out by the Head of Corporate Services	
<b>Virtual College Training: To be signed off by HR &amp; Payroll Manager</b>		
	Fire Safety	
	First Aid	
	Manual Handling	
	Slips, Trips & Falls	
	Mental Health Awareness	
	Equality & Diversity	
	Sexual Harassment Awareness	
	Safeguarding	
<b>Other Training: Any other allocated training</b>		

## **DUNSTABLE TOWN COUNCIL**

**STAFF NAME**

### **INDUCTION PLAN**

The initial induction meeting should be held by the line manager within the first couple of days (or shifts if casual/part-time).

The tasks outlined in this induction plan are not exhaustive. They are intended to evaluate the inductee's competencies, knowledge, skills, and time-management abilities.

Use the job description for the role to help set appropriate tasks.

Some examples of the type of information that should be recorded in the comments sections can be found at the end.

#### **INITIAL INDUCTION MEETING**

Dates need to be set for a further 6 meetings, equally spread over the probationary period and need to be completed by the probation end date.

The first set of tasks or activities then need to be set.

The quantity of tasks or activities to be set is at the line manager's discretion. These can be as simple as 'get to know your colleagues' or a more in-depth project that could take the whole probation period.

#### **INBETWEEN INDUCTION MEETINGS**

The inductee needs to keep this document up to date. Ensure the inductee comments sections are fully utilised and completion dates are entered.

Line managers should regularly review the progress.

#### **INDUCTION MEETINGS 1 TO 5**

All tasks set at the previous meetings need to be fully reviewed and assessed and managers comments need to be recorded.

Additional tasks can be set, or previous tasks can be repeated as necessary.

The 'Actions' section can be utilised by the inductee or manager. These need to be reviewed regularly to ensure completion.

#### **FINAL INDUCTION MEETING**

Ensure all tasks and actions from previous meetings have been completed.

At the end of final induction meeting, the line manager should have enough information to assess whether the inductee has passed probation.

Any extension to probation, must be discussed with the HR & Payroll Manager in the first instance.



# INITIAL INDUCTION & MEETING 1

General Update:

<b>TASK 1</b>	
<b>To be completed by:</b>	
<b>Date completed:</b>	
Inductee Comments:	
Manager Comments:	

<b>TASK 2</b>	
<b>To be completed by:</b>	
<b>Date completed:</b>	
Inductee Comments:	
Manager Comments:	

<b>TASK 3</b>	
<b>To be completed by:</b>	
<b>Date completed:</b>	
Inductee Comments:	
Manager Comments:	

## INDUCTION MEETING 2

Date of Meeting:	
General Update:	

<b>TASK 1</b>	
To be completed by:	
Date completed:	
Inductee Comments:	
Manager Comments:	

<b>TASK 2</b>	
To be completed by:	
Date completed:	
Inductee Comments:	
Manager Comments:	

<b>TASK 3</b>	
To be completed by:	
Date completed:	
Inductee Comments:	
Manager Comments:	

# INDUCTION MEETING 3

Date of Meeting:	
General Update:	

<b>TASK 1</b>	
<b>To be completed by:</b>	
<b>Date completed:</b>	
Inductee Comments:	
Manager Comments:	

<b>TASK 2</b>	
<b>To be completed by:</b>	
<b>Date completed:</b>	
Inductee Comments:	
Manager Comments:	

<b>TASK 3</b>	
<b>To be completed by:</b>	
<b>Date completed:</b>	
Inductee Comments:	
Manager Comments:	

# INDUCTION MEETING 4

Date of Meeting:	
General Update:	

<b>TASK 1</b>	
<b>To be completed by:</b>	
<b>Date completed:</b>	
Inductee Comments:	
Manager Comments:	

<b>TASK 2</b>	
<b>To be completed by:</b>	
<b>Date completed:</b>	
Inductee Comments:	
Manager Comments:	

<b>TASK 3</b>	
<b>To be completed by:</b>	
<b>Date completed:</b>	
Inductee Comments:	
Manager Comments:	

# INDUCTION MEETING 5

Date of Meeting:	
General Update:	

<b>TASK 1</b>	
<b>To be completed by:</b>	
<b>Date completed:</b>	
Inductee Comments:	
Manager Comments:	

<b>TASK 2</b>	
<b>To be completed by:</b>	
<b>Date completed:</b>	
Inductee Comments:	
Manager Comments:	

<b>TASK 3</b>	
<b>To be completed by:</b>	
<b>Date completed:</b>	
Inductee Comments:	
Manager Comments:	



**DUNSTABLE TOWN COUNCIL**

**PERSONNEL SUB COMMITTEE**

**THURSDAY 15 JANUARY 2026**

**DESIGNATED SAFEGUARDING LEAD STRUCTURE**

**Purpose of report:** To consider the proposal and recommend to the Finance and General Purposes Committee to amend the Designated Safeguarding Lead structure as described

**1. RECOMMENDATION**

- 1.1. That Members recommend to the Finance and General Committee to amend the Designated Safeguarding Lead Structure so that the Town Clerk & Chief Executive is the Designated Safeguarding Lead, and the Head of Community Services, Youth & Community Manager and Senior Neighbourhood Development Officer be Deputy Designated Safeguarding Leads.

**2. BACKGROUND**

- 2.1. The Council currently has two Designated Safeguarding Leads; the Town Clerk & Chief Executive and the Head of Community Services, and two Deputy Safeguarding Leads: the Youth and Community Manager and the Senior Neighbourhood Development Officer. This has been the case for several years. It is proposed to amend this arrangement to have only one Designated Safeguarding Lead – the Town Clerk & Chief Executive, and three Deputies: the Head of Community Services, the Youth and Community Manager and the Senior Neighbourhood Development Officer. Deputy Safeguarding Leads are able to fully act as Designated Safeguarding Lead in the absence of the DSL. This change will ensure that the role can be carried out without any lack of clarity about roles or decision making. The change will not reduce the Council's ability to quickly and appropriately act on safeguarding concerns. The change will cover the DSL role for the safeguarding of children and of vulnerable adults.

**3. FINANCIAL IMPACT - None**

**4. POLICY AND CORPORATE PLAN IMPLICATIONS - None**

**5. EQUALITIES AND DIVERSITY IMPLICATIONS - None**

**6. HEALTH AND SAFETY IMPLICATIONS - None**

**7. HUMAN RESOURCES IMPLICATIONS - None**

**8. LEGAL IMPLICATIONS - None**

**9. ENVIRONMENTAL AND BIODIVERSITY IMPLICATIONS - none**

**10. AUTHOR**

Paul Hodson, Town Clerk & Chief Executive  
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