

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PERSONNEL SUB-COMMITTEE

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

ON THURSDAY 15 JANUARY 2026 FROM 7 PM

Present: Councillors Richard Attwell (Deputy Town Mayor), Nicholas Kotarski (Chair), Peter Holick and Matthew Neall

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

Public: Nil

015/26 APOLOGIES FOR ABSENCE

Apologies were received from Councillor O’Riordan

016/26 SPECIFIC DECLARATIONS OF INTEREST

None

017/26 MINUTES OF THE MEETING OF 6 NOVEMBER 2025

RESOLVED: The Minutes of the meeting of the Personnel Sub-Committee held on 6 November were approved as a correct record and were signed by the Chair.

018/26 HR SUMMARY

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

Members noted the new Induction Form and process and the changes that affected the Council now that the Employment Rights Bill had become law.

019/26 DESIGNATED SAFEGUARDING LEAD STRUCTURE

Members considered the proposal to amend the Designated Safeguarding Lead structure from two leads and two deputies, to one lead and three deputies.

The proposal recommended that the Town Clerk and Chief Executive be the Designated Safeguarding Lead and the Head of Community Services, the Youth and Community Manager and the Senior Neighbourhood Development Officer be Deputy Designated Safeguarding Leads.

RESOLVED: to recommend to the Finance and General Purposes Committee that the Town Clerk & Chief Executive be the sole Designated

Safeguarding Lead, supported by three Deputy Safeguarding Leads.

020/26 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.

021/26 HONORARIUM

Members considered a proposal for an honorarium payment.

RESOLVED: to recommend to the Finance and General Purposes Committee that a non-consolidated honorarium payment be recommended for approval by the Finance and General Purposes Committee as per the report provided.

022/26 YOUTH AND COMMUNITY NEW STRUCTURE

Members considered the proposal for a new staffing structure within the Youth and Community Services.

RESOLVED: to recommend to the Finance and General Purposes Committee that the proposed new staff structure for post 31 March 2026 be approved.

023/26 PERSONNEL MATTERS

The Chair verbally updated the Committee on items discussed at the Senior Management Team meeting he had attended on 7 January 2026.

The Town Clerk and Chief Executive gave a verbal update on various personnel and staffing matters. An update was also given on the plan for the recruitment of a Head of Grounds and Environmental Services. This included details of the recruitment and selection process and the exit plan including handover and cover while the position was vacant.

RESOLVED: that the interview panel would consist of the Town Clerk and Chief Executive, a representative from Council HR and Governance Support and three Councillors, being the Mayor, the Chair of the Finance and General Purposes Committee and the Chair of the Grounds and Environmental Services Committee, or the deputies of these roles if necessary.

024/26 DATE OF NEXT MEETING

The next meeting will be held on Thursday 5 March 2026.

Meeting closed at 19.57