Dunstable Town Council

Minutes of the Personnel Sub-Committee

Held at the Council Chamber, Grove House, 76 High Street North, Dunstable, Beds, LU6 1NF

On Thursday, 10 September 2026

Attendance

Present: Councillors Tamara (Chair), Blennerhassett (substitute for Henderson), Hollick, Kimondo

Apologies: Councillors Attwell, Henderson (substituted by Blennerhassett), Kotarski

Also present: Paul Hodson, Kelley Hallam

236/26 Minutes

RESOLVED that the minutes of the meeting of the Personnel Sub-Committee held on 2 June 2026 were approved as a correct record and signed by the Chair.

237/26 Declarations of Interest

There were no declarations of interest.

238/26 HR Summary

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

Members noted that on 24 August the annual pay award was agreed by the Local Government Association (LGA) on behalf of the National Joint Council (NJC). The settlement was agreed at 3.3% on all spinal column points (SCP) and was to be backdated to the 1 April 2026. This would be implemented for all staff in the September payroll.

239/26 Policy Update

Members considered a detailed report that recommended the adoption of a Violence and Aggression at Work Policy and to accept the amendments made to the reviewed policies:

- Subsistence Payment
- Honorarium and Acting-Up
- Post Entry Training Scheme
- Fraud, Bribery and Corruption

- Capability Policy
- Complaints Policy

RESOLVED i) that the adoption of the Violence and Aggression at Work Policy be recommended to the Finance and General Purposes Committee

RESOLVED ii) that the acceptance of the reviewed policy amendments be recommended to the Finance and General Purposes Committee

240/26 Exclusion of Public and Press

It was **RESOLVED** that, under the Public Bodies (Admission to Meetings) Act 1960, section 1(2), the public and press be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

241/26 Personnel Matters

The Town Clerk and Chief Executive gave Members a verbal update on various personnel matters.

242/26 Date of the Next Meeting

It was **NOTED** that the next meeting of the Personnel Sub-Committee would be held on Thursday 12 November 2026 at 7 pm.

The meeting closed at 19:38.

Signed: _____

Chair of the Personnel Sub-Committee

Date: _____