

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PERSONNEL SUB-COMMITTEE

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

ON THURSDAY 27 JULY 2017

Present: Councillors Liz Jones, John Kane, Gloria Martin, Claire Meakins and Andy Whayman

In Attendance: Councillor Ann Sparrow with Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillors Peter Hollick and Pat Staples

1. APPOINTMENT OF CHAIRMAN AND VICE-CHARIMAN

RESOLVED: that Councillors Andy Whayman and Claire Meakins be appointed Chairman and Vice-Chairman of this Sub-Committee respectively for the ensuing municipal year.

2. QUARTERLY STAFF AWARD SCHEME

The Sub-Committee considered the nominations for the 1st quarter staff awards for 2017/18.

Included in the nominations were four separate nominations for team efforts in the preparation for the Green Flag Award at Dunstable Cemetery and the successful opening of the Bennett's Splash and Splashside Café.

Members felt that all nominations for this quarter were deserving and wanted to show their appreciation to all for their contribution towards these successes – whether by direct involvement or indirect support.

It was therefore

RESOLVED: i) that all staff receive a Voucher for a lunch at the Splashside Café up to the value of £7.50 for the first quarter staff award 2017/18

ii) that the voucher be non-transferrable with an expiry date of 3 September 2017.

3. RESULTS OF STAFF SURVEY 2017

The Sub-Committee noted the summary results of the 2017 Staff Survey, which overall were considered to be a positive outcome. However, Members were also provided with a copy of the detailed results and comments from the survey which indicated some areas for improvement. It was therefore

RESOLVED: i) that the Senior Management Team prepare an action plan to address the areas for improvement, to be reported to the next meeting of this Sub-Committee

ii) that the SMT action plan be shared with all staff

ii) that consideration be given to the comments made within the survey at the next Members Group meeting and the intended Members' action for improvement be shared with staff.

4. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that, in view of the confidential nature of the business to be transacted, the press and public be excluded from the remainder of the meeting.

5. TOWN CENTRE MANAGER, MATERNITY COVER

The Sub-Committee received a report of the Town Clerk and Chief Executive advising of the proposals to cover the Town Centre Manager role for the duration of maternity leave.

Members were advised of the consideration given to possible internal cover arrangements which had for various reasons been discounted. The post was therefore being advertised for a 12 month contract, with a slightly revised job description and a job title of Town Centre Services Manager. The job was being advertised through the Association of Town Centre Managers publication at a cost of £300, as well as through other specialist organisations, Indeed and the Council's website and facebook media at no cost.

The requirement to work some evenings and/or weekends would be addressed at interview and would specifically include the dates of themed markets and craft markets.