



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Deputy Town Mayor: **Cllr T McMahon**

Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: info@houghtonregis.org.uk

6th January 2020

To: Members of the Personnel Sub-Committee

Cllrs: D Abbott, C Copleston, D Jones and K Wattingham (Chair).

(Copies to all Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Personnel Sub-Committee** to be held at the Council Offices, Peel Street on **13th January 2020 at 6.00pm.**

Clare Marsh

THIS MEETING MAY BE FILMED/RECORDED *

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Clare Evans
Town Clerk

Agenda

- 1. APOLOGIES AND SUBSTITUTIONS**
- 2. QUESTIONS FROM THE PUBLIC**

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

- 3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

**This meeting may be filmed by the Council for subsequent broadcast online and can be viewed at <http://www.houghtonregis.org.uk/minutes>*

Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. The use of images or recordings arising from this is not under the Council's control.

No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.

4. MINUTES

To receive the minutes of the Personnel Sub-Committee meeting held on the 14th October 2019.

Recommendation: To approve the Minutes of the meeting held on 14th October 2019 and for these to be signed by the Chairman.

5. REVIEW OF STAFF SICKNESS

Members will find attached a rolling twelve-month record of sickness absence for all members of staff.

Recommendation: To note the information.

6. TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual Leave

There are no additional requests for annual leave. This leave 12.5 annual leave days outstanding.

Overtime Working

For the period from the 1st October to the 31st December the Town Clerk has attended 11 council meetings / members briefing sessions and 4 council events.

Sickness

There were no absences of sickness.

Recommendation: To note the information.

7. FREEDOM OF INFORMATION REQUESTS

For the period October to December no Freedom of Information request were received.

Recommendation: To note the information

EXCLUSION OF PRESS AND PUBLIC

- Staffing matters
- Staff capacity issues

Recommendation: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

HOUGHTON REGIS TOWN COUNCIL

Personnel Sub-Committee 14th October 2019 at 6.00pm.

Present: Councillors: K Wattingham Chairman
D Abbott
C Copleston
D Jones

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 0

PE109 APOLOGIES AND SUBSTITUTIONS

None.

PE110 QUESTIONS FROM THE PUBLIC

None.

PE111 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE112 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 15th July 2019 for consideration.

Members requested an update on the report related to PE108. Members were advised that this had not yet been finalised but would be included in the next agenda.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 15th July 2019 be approved as a correct record and signed accordingly.

PE113 REVIEW OF STAFF SICKNESS

Members received attached a rolling twelve-month record of sickness absence for all members of staff.

Members acknowledged that figures were higher than usual for the last quarter, but were aware of, and acknowledged the reasons why.

Resolved: To note the information.

PE114 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

The Town Clerk had:

- Booked 4 days annual leave between 1st October and 31st December 2019.
- Attended 11 meetings outside of normal office hours from 1st July to 30th September 2019 (compared with 12 meetings in the previous quarter).
- Taken ½ day sick leave

Resolved: To approve the Town Clerks annual leave request.

PE115 FREEDOM OF INFORMATION REQUESTS

For the period of July to September no Freedom of Information requests had been received.

Resolved: To note the information.

PE116 TOWN COUNCIL'S APPRENTICESHIP SCHEME

Members were informed that both the office and grounds apprentice roles had been advertised.

An office apprentice had been appointed and it was anticipated that they would be in post shortly, start date to be confirmed.

The grounds apprentice role had been advertised twice, with only one applicant applying who subsequently withdrew.

Resolved: To note the information.

PE117 RETIREMENT GRATUITIES

Members received a report detailing the change to discretionary retirement gratuities.

Members were advised that discretionary payments were no longer able to be made to retiring staff. It was requested that staff be made aware of the change.

Resolved: To note the information.

PE118 EXCLUSION OF PRESS AND PUBLIC

- Staffing matters
- Capacity review

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones Seconded by: Cllr Copleston

Members for: 4 Members against: 0 Abstentions: 0

Resolved: **In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.**

PE119 STAFFING MATTERS

Grounds Apprentice

Following on from the lack of interest in the grounds apprentice role, officers recommended that the appointment to this role be delayed in order to divert funds to support the resolution of the outstanding staffing issue.

Members agreed that the outstanding staff issue should take precedence, and the Grounds Apprentice role was to be revisited at a future date.

Resolved: **To not appoint to the role grounds apprentice until the conclusion of the outstanding staffing issue.**

PE120 CAPACITY REVIEW

Members were informed that the consultant who undertook a staff capacity review, as agreed at the Personnel Sub-Committee meeting (PE85) held on the 15th April 2019, had provided the Town Clerk with a report of his findings. Members received a report on the findings.

Members discussed at length the report on staff capacity. They were in agreement that there were capacity issues within the office team. Members were supportive of the proposed next steps however concerns were raised that as the Town Council had not yet confirmed their Vision, some points were perhaps a little premature. Therefore, they agreed to support some aspects of the list of proposed next steps

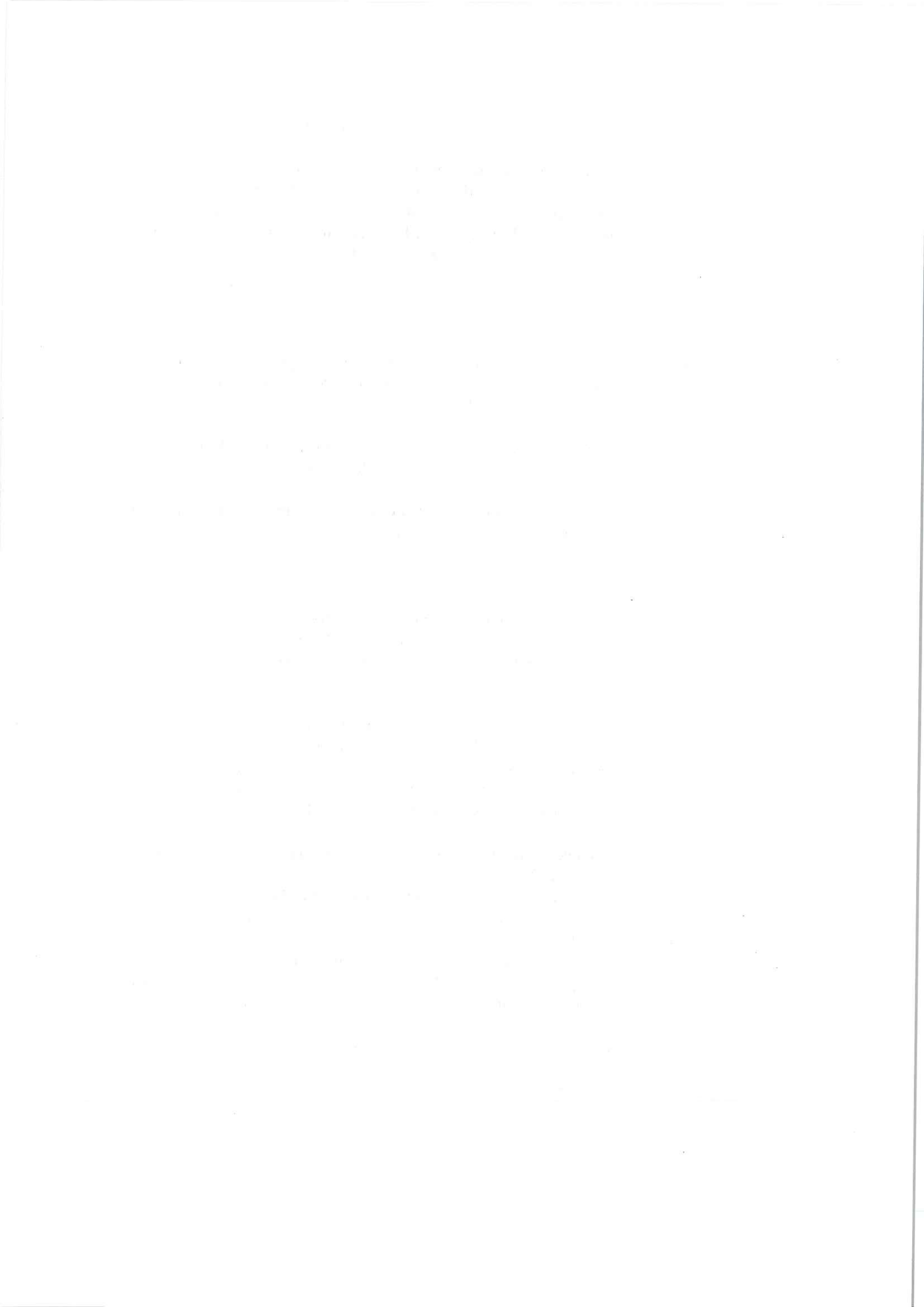
Resolved:

- 1. To acknowledge that there were capacity issues within the office staff team;**
- 2. To progress work to address these issues by agreeing in principle to items 1 & 2, to defer item 3 and to support items 4, 5 & 6.**
- 3. To recommend to Corporate Services that the cost, in order to progress item 5, be taken from budget heading 4059/191 Other Professional Fees**

The Chairman declared the meeting closed at 7.15pm

Dated this 13th January day of 2020

Chairman



	2018/2019				2019/2020			
	April - June 2018	July - Sept 2018	Oct - Dec 2018	Jan - March 2019	April - June 2019	July - Sept 2019	Oct - Dec 2019	
Office								
No of office staff (inc cleaners)	10	10	10	10	10	10	10	
Office staff sickness days	10	12	26.5	9	37	37	10.5	
Grounds								
No of grounds staff	7	7	7	7	7	7	7	
Grounds staff sickness days	16	12.5	7	3	11	51	76	
Total Staff no.	17	17	17	17	17	17	17	
Total staff sickness days	26	24.5	28.5	12	48	88	86.5	

