



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr Tracey K McMahon** Tel: 01582 708540
Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

1st April 2021

To: Members of the Personnel Sub-Committee

Cllrs: K Wattingham (Chairman), C Copleston, D Jones and vacancy.

(Copies to all Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Personnel Sub-Committee** to be held virtually via Microsoft Teams on **13th April 2021 at 6.00pm.**

This meeting is being held virtually via Microsoft Teams. If members of the public would like to attend, please click on the meeting link below and follow the online instructions:

[MEETING LINK](#)¹

[MEETING GUIDANCE](#)

To assist in the smooth running of the meeting please refer and adhere to the Council's Virtual Meeting Guidance. To view the Virtual Meeting Guidance please click on the link above.

PP. *Clare Evans*

Clare Evans
Town Clerk

***THIS MEETING MAY
BE RECORDED***²

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

¹ If you require a meeting link emailed to you, please contact the Head of Democratic Services at louise.senior@houghtonregis.org.uk

² 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.

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.

4. MINUTES

Pages 5 - 7

To receive the minutes of the Personnel Sub-Committee meeting held on the 11th January 2021

Recommendation: **To approve the Minutes of the meeting held on 11th January 2021 and for these to be signed by the Chairman.**

5. FREEDOM OF INFORMATION REQUESTS

For the period January to March no Freedom of Information requests were received.

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

Annual leave

From January to March the Clerk has had 7.5 day's leave.

The following leave requests are made:

The following leave is requested:

- 2 days in April (1-day leave, one day flexi)
- 4 days in May (3 days leave, one day flexi)

Overtime

The Clerk has attended 6 meetings or events outside of the normal working day within the period January to March (compared with 7 meetings in the previous quarter).

Recommendation: **To approve the Town Clerks annual leave request.**

7. EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters

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
11th January 2021 at 6.00pm.**

Present: Councillors: K Wattingham Chairman
D Abbott
D Jones

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

Public: 0

Apologies: Councillor: C Copleston

PE154 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Copleston.

PE155 QUESTIONS FROM THE PUBLIC

None.

PE156 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE157 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 12th October 2020 for consideration.

Resolved: To approve the Minutes of the meeting held on the 12th October 2020 and for these to be signed by the Chairman.

PE158 ANNUAL LEAVE

Members were advised that the National Joint Council for Local Government Services (NJC) agreed new pay scales for 2020-21 to be implemented from 1 April 2020.

The NJC Agreement also increased minimum leave entitlement from 21 to 22 days also backdated to April 2020.

The one-day increase applies to:

- Employees with less than five years' service.

Employees on alternative working patterns, such as a three-day working pattern, receive a pro-rata increase.

Minimum leave entitlement remains at 25 days for employees with five years' or more service.

For information the Town Councils Leave Entitlement Policy had been revised to reflect this change. This amended policy would be presented to the Corporate Services Committee at the meeting scheduled to be held on the 1st March 2021.

Members requested that the under section 3.1 Annual Leave (paragraph 4 at the top of page 5) be amended as follows:

"This additional leave is accrued on a pro rata basis at the rate of 1/12th for each whole month up until the following 1st April when the full 3 additional days will be granted."

PE159 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual Leave

From October to December the Clerk has had 7 day's leave.

The following leave requests are made:

3 days in February

5 days in March

Overtime Working

For the period from the 1st October to the 31st December 2020 the Town Clerk has attended 7 council meetings / members briefing sessions (virtual) / events.

For the period from the 1st July to the 30th September the Town Clerk has attended 5 council meetings / members briefing sessions (virtual).

Sickness

There were no absences of sickness.

Members acknowledged there was no recommendation on the agenda however, noted and agreed to the Town Clerk's annual leave request

PE160 STAFF SICKNESS

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

Resolved: To note the information.

PE161 FREEDOM OF INFORMATION REQUESTS

For the period October to December 2020 no Freedom of Information requests had been received.

Resolved: To note the information.

PE162 TOWN RANGER

Members were informed that the post of Town Ranger had been evaluated as agreed at the Town Council meeting held on 14th December 2020 (minute number 11453). Copy of resolutions below:

1. To approve the Job Description and Person Specification for Town Ranger;
2. For the position to be subject to job evaluation and for the salary scale to be approved by Personnel Committee;
3. To seek to fill the position from 1st April 2021 subject to the CBC providing the supporting capital funding.

Members were advised that the post of Town Ranger had been evaluated. It was recommended by the consultants that the spinal points relating to this position be set at 8 – 11, (£20,493 - £21,748).

Resolved: To approve spinal point range 8 - 11 for the position of Town Ranger.

PE163 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones Seconded by: Cllr Abbott

Votes for: all in favour

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.

PE164 UPDATE ON STAFFING ARRANGEMENTS

Members received a report in regard to staffing arrangements.

The Chairman declared the meeting closed at 6.47pm

Dated this 13th day of April 2021

Chairman