



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr C L Copleston**

Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: info@houghtonregis.org.uk

30th June 2021

To: Members of the Personnel Sub-Committee

Cllrs: J Carroll, D Jones, M Kennedy, K Wattingham

(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 **12th July 2021 at 6.00pm.**

Due to Covid restrictions, the number of public who may attend the meeting in person is limited to 3, however members of the public are able to join the meeting remotely through Teams.

To attend in person contact the Democratic Services Manager, louise.senior@houghtonregis.org.uk Tickets are allocated on a first come first served basis. To attend remotely through Teams please follow this link: [MEETING LINK](#)

Clare Evans
Town Clerk
Agenda

THIS MEETING MAY BE FILMED/RECORDED *

1. ELECTION OF CHAIR

Members are requested to appoint a Chair for Personnel Sub-Committee for 2021/22.

2. APOLOGIES AND SUBSTITUTIONS

3. 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.

**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.

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.

4. 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.

5. ELECTION OF VICE-CHAIR

Members are requested to appoint a Vice-Chair for Personnel Sub-Committee for 2021/22.

6. MINUTES

Pages 5 - 6

To receive the minutes of the Personnel Sub-Committee meeting held on the 13th April 2021.

Recommendation: To approve the Minutes of the meeting held on 13th April 2021 and for these to be signed by the Chairman.

7. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

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In accordance with Standing Order 4.j.iv Council is required to review its delegation arrangements to committees and sub committees.

Members will find attached the extract from the approved Committee Functions & Terms of Reference which relates to this committee.

This report is provided for information.

8. APPOINTMENT OF APPOINTED PERSON

As part of the Committees Functions one member of the Sub-Committee is to be appointed to act as contact for the clerk for day to day matters, to provide support, handle leave requests, absence from work and to feed matters to Committee where any decisions/action is needed and to undertake the Clerks appraisal. Often this position has been taken by the Chair of the Sub Committee. However for continuity it is suggested that this position remain as being held by Cllr Wattingham, should he be willing to continue to do so.

Recommendation: To appoint one member of the Sub-Committee as an Appointed Person.

9. FREEDOM OF INFORMATION REQUESTS

For the period April to June 0 Freedom of Information requests have been received.

This report is provided for information.

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

Annual leave

From April to June the Clerk has had 2 day's leave.

The following leave requests are made:

The following leave is requested:

- 10 days in August as a 2 week block
- Up to 3 days during school holidays

Overtime

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

Recommendation: To approve the Town Clerks annual leave request.

11. STAFF SICKNESS

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

12. EXCLUSION OF PRESS AND PUBLIC

- Employee Assistance Programme
- 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

13th April 2021 at 6.00pm.

Present: Councillors: K Wattingham Chairman
C Copleston
D Jones
Officers: Debbie Marsh Corporate Services Manager
Public: 0

PE165 APOLOGIES AND SUBSTITUTIONS

None.

PE166 QUESTIONS FROM THE PUBLIC

None.

PE167 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE168 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 11th January 2021 for consideration.

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

PE169 FREEDOM OF INFORMATION REQUESTS

Members were informed that for the period January to March no Freedom of Information requests were received.

PE170 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 Working

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).

Resolved: To approve the Town Clerks annual leave request.

PE171 STAFF SICKNESS

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

Resolved: To note the information.

PE172 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones Seconded by: Cllr Copleston

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.

PE173 STAFF SICKNESS

Members received a report in regard to staff sickness.

PE174 STAFFING MATTERS

Members received a verbal update in regard to staffing matters.

The Chairman declared the meeting closed at 6.18pm

Dated this 12th day of July 2021

Chairman

Personnel Sub-Committee (Reporting to Corporate Services Committee)

Functions

- Overview of staffing structure and staffing budget, ensuring that it is commensurate with objectives of the Council.
- Review staff sickness absence.
- Receive reports and review of Employee Assistance Programme
- Review staff training
- Identify and agree training needs for the Town Clerk and Members
- Ensure Council employees are working in a safe environment
- To consider and recommend to Corporate Services Committee any changes to employees pay, emoluments or terms and conditions of employment
- Review Job Description and Contract of Town Clerk annually or when there is a significant change
- Receive notification of the Town Clerk's annual leave and matters relating to overtime working and sickness.
- Succession plan for key staff who may wish to retire.
- Agree the recruitment process for the Town Clerk and other senior members of staff.
- If supported by the conclusion of a disciplinary process to consider the termination of contract for the Town Clerk and other senior members of staff.
- Act as interview panel for the posts of Town Clerk and other senior members of staff (final approval for the appointment of the Clerk rests with Council as per Standing Orders).
- Appoint one member of the Committee as the Clerks Appointed Person, preferably the Chair, to act as contact for day to day matters, support, handle leave requests, absence from work and to feed matters to Committee where any decisions/action is needed and to undertake the Clerks appraisal.
- Report any outcomes of employee complaints received.

Terms of Reference

- The Personnel Sub-Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Personnel Sub-Committee shall consist of 4 Councillors.
- Membership of the Sub Committee shall be drawn from Town Council
- The quorum shall be three members.

Agenda item 11

	2020/2021				2021 / 2022
	April - June 2020	July - Sept 2020	Oct - Dec 2020	Jan - March 2021	April - June 2021
Office					
No of office staff (inc. cleaners)	10	10	10	10	10 <i>(9 as 1st June)</i>
Office staff sickness days	66	74	65	66.5	65
Grounds					
No of grounds staff	6	6	6	6	7 <i>(as of 21st June)</i>
Grounds staff sickness days	33	73	65	78	41
Youth Workers					
No of Youth workers					3
Youth worker sickness days					0
Total Staff no.	16	16	16	16	20
Total staff sickness days	99	147	130	144.5	106