



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr C L Copleston**

Tel: 01582 708540

Town Clerk: **Clare Evans**

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1<sup>st</sup> October 2021

**To: Members of the Personnel Sub-Committee**

**Cllrs: K Wattingham (Chair), J Carroll, D Jones, M Kennedy**

(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 **11<sup>th</sup> October 2021** at **6.00pm**.

Due ongoing Covid concerns, members of the public who wish to attend the meeting are encouraged to do so remotely through the meeting link below. Members of the public may also attend in person and, if doing so, are requested to socially distance as much as possible.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

**THIS MEETING MAY BE  
FILMED/RECORDED<sup>1</sup>**

**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.

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<sup>1</sup> 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.*

### 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

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To receive the minutes of the Personnel Sub-Committee meeting held on the 12<sup>th</sup> July 2021.

**Recommendation:** To approve the Minutes of the meeting held on 12<sup>th</sup> July 2021 and for these to be signed by the Chairman.

### 5. FREEDOM OF INFORMATION REQUESTS

For the period July to September 0 Freedom of Information request have been received.

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

Annual leave

From July to September the Clerk has had 14 day's leave.

The following leave requests are made:

The following leave is requested:

- 2 days in October (plus 1 day flexi)
- 5 days in December

Overtime

The Clerk has attended 7 meetings or events outside of the normal working day within the period July to September (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  
Minutes of the meeting held on  
12<sup>th</sup> July 2021 at 7.00pm**

Present: Councillors: K Wattingham Chairman  
J Carroll  
D Jones

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

Public: 0

Apologies: Councillor: M Kennedy

**PE175 ELECTION OF CHAIR**

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

Nominee: Cllr K Wattingham Nominated by: Cllr D Jones  
Seconded by: Cllr J Carroll

No other nominations were received. On being put to the vote, Councillor Wattingham was duly appointed as Chair of the Personnel Sub-Committee for the municipal year 2021 - 2022.

**PE176 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Councillor Kennedy.

**PE177 QUESTIONS FROM THE PUBLIC**

None.

**PE178 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE179 ELECTION OF VICE-CHAIR**

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

Nominee: Cllr D Jones Nominated by: Cllr K Wattingham  
Seconded by: Cllr J Carroll

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No other nominations were received. On being put to the vote, Councillor D Jones was duly appointed as Vice-Chair of the Personnel Sub-Committee for the municipal year 2021 - 2022.

#### **PE180 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 13<sup>th</sup> April 2021 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 13<sup>th</sup> April 2021 be approved as a correct record and signed accordingly.**

#### **PE181 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

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

Members received the extract from the approved Committee Functions & Terms of Reference which related to this committee.

*This report was provided for information.*

#### **PE182 APPOINTMENT OF APPOINTED PERSON**

As part of the Committees Functions one member of the Sub-Committee was 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 was needed and to undertake the Clerks appraisal. Often this position had been taken by the Chair of the Sub-Committee. However for continuity it was suggested that this position remain as being held by Cllr Wattingham, should he be willing to continue to do so.

**Resolved: To appoint Cllr Wattingham of the Sub-Committee as an Appointed Person.**

#### **PE183 FREEDOM OF INFORMATION REQUESTS**

For the period April – June no information requests had been received.

*This report was provided for information.*

#### **PE184 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

Annual leave

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

The following leave requests were made:

The following leave was requested:

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

#### Overtime

The Clerk had 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).

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

#### **PE185 STAFF SICKNESS**

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

Members confirmed the number of members of staff changes over the last quarter. It was requested that confirmation be sought for the number of a full complement of Grounds Staff.

#### **PE186 EXCLUSION OF PRESS AND PUBLIC**

- Employee Assistance Programme
- Staffing matters

Members voted on the exclusion of the press and public:

Proposed by: Cllr D Jones Seconded by: Cllr J Carroll

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.**

#### **PE187 EMPLOYEE ASSISTANCE PROGRAMME - ANNUAL REVIEW**

At the Town Council meeting held on the 30<sup>th</sup> January 2017 (minute number 8835) members agreed to support a recommendation from the Corporate Services Committee (minute number 8835) for the introduction of an Employee Assistance Programme (EAP) under a 5-year contract.

Employee Assistance Programmes were employee benefit programmes offered by employers. EAP's were intended to help employees deal with personal problems that might adversely impact their work performance, health and well-being. EAP's generally include assessment, short-term counselling and referral services for employees. Employees' immediate family members would also have access to the online help and support for issues such as: Alcohol/Drugs, Debt, Family Issues, Bereavement, Tax, Childcare and other Citizens Advice Bureau type advice.

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Members unanimously agreed to the introduction of an Employee Assistance Programme in support of its commitment to the wellbeing of staff.

Members were provided with information, annually, detailing how many contacts and under which heading contact to this service had been made however, this information did not include names or details of those making contact, as this allowed those making contact to feel confident in the service being totally confidential.

From the 1<sup>st</sup> Jan 2020 to 30<sup>th</sup> April 2021, 2 calls were made the helpline

*This report is provided for information only.*

Members agreed for the continuation of this service.

## **PE188 STAFFING MATTERS**

Members received a verbal update on an ongoing staffing matter.

Members received a verbal update on a separate staffing matter.

**The Chairman declared the meeting closed at 6.25pm**

**Dated this 11<sup>th</sup> day of October 2021**

**Chairman**