



# 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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7<sup>th</sup> January 2022

**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 **17<sup>th</sup> January 2022 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](#)

PP. *DB Marsh*

**THIS MEETING MAY BE FILMED/RECORDED \***

**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

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*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.*

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 4 - 5*

To receive the minutes of the Personnel Sub-Committee meeting held on the 11<sup>th</sup> October 2021.

**Recommendation: To approve the Minutes of the meeting held on 11<sup>th</sup> October 2021 and for these to be signed by the Chairman.**

#### 5. FREEDOM OF INFORMATION REQUESTS

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

**Recommendation: To note the information.**

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

Annual leave

From October to December the Clerk has had 10 day's leave.

The following leave requests are made:

The following leave is requested:

- 17<sup>th</sup> to 21<sup>st</sup> February 2022 – 2.5 days
- A further 1 days annual leave will be taken ad hoc.

As per the Council's Leave Policy, 5 annual leave days will be carried forward by the Clerk to 2022/23.

Overtime

The Clerk has attended 9 meetings or events outside of the normal working day within the period October to December (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  
11<sup>th</sup> October 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

**PE189 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Kennedy.

**PE190 QUESTIONS FROM THE PUBLIC**

None.

**PE191 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE192 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 12<sup>th</sup> July 2021 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 12<sup>th</sup> July 2021 be approved as a correct record and signed accordingly.**

**PE193 FREEDOM OF INFORMATION REQUESTS**

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

**PE194 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

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

The following leave was requested:

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

#### Overtime

The Clerk had 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).

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

#### **PE195 EXCLUSION OF PRESS AND PUBLIC**

- Staff sickness
- Staffing matters

**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.**

#### **PE196 STAFF SICKNESS**

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

Members remained hopeful that the staff sickness absence would be reduced in the coming quarter.

**Resolved: To note the information.**

#### **PE197 STAFFING MATTERS**

Members received a verbal update on various staffing matters.

**The Chairman declared the meeting closed at 6.24pm**

**Dated this 17<sup>th</sup> day of January 2021**

**Chairman**