



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

6th April 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 **19th April 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](#)

Clare Evans
Town Clerk
Agenda

THIS MEETING MAY BE FILMED/RECORDED *

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

**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.

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 - 6

To receive the minutes of the Personnel Sub-Committee meeting held on the 17th January 2022.

Recommendation: To approve the Minutes of the meeting held on 17th January 2022 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 have been received.

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

Annual leave

From January to March the Clerk has had 3 day's leave.

The following leave requests are made:

- 13th – 14th April (requested by email dated 21st March)
- 21st April (requested by email dated 21st March)
- 20th-21st June

Overtime

The Clerk has attended 10 meetings or events outside of the normal working day within the period January to March (compared with 9 meetings in the previous quarter).

Recommendation: To approve the Town Clerks annual leave request.

7. 2021/22 NATIONAL PAY AWARD

Members are informed that the 1.75% pay increase (as agreed by the National Joint Council for local government services) was paid to staff in their March salary, backdated to April 2021, as per staff contracts of employment.

8. 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 17th January 2022 at 6.00pm

Present: Councillors: K Wattingham Chairman
J Carroll
D Jones

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

Public: 0

Absent: Councillor: M Kennedy

PE198 APOLOGIES AND SUBSTITUTIONS

None.

Due to the need to ensure this sub-committee is quorate, members requested that Cllr Kennedy's ongoing absence at Personnel Sub-committee be queried.

PE199 QUESTIONS FROM THE PUBLIC

None.

PE200 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE201 MINUTES

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

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 11th October 2021 be approved as a correct record and signed accordingly.

PE202 FREEDOM OF INFORMATION REQUESTS

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

Resolved: To note the information.

PE203 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

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

The following leave requests were made:

The following leave was requested:

- 17th to 21st February 2022 – 2.5 days
- A further 1 days annual leave would be taken ad hoc.

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

Overtime

The Clerk had 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).

Resolved: To approve the Town Clerks annual leave request.

PE204 EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: Cllr 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.

PE205 STAFF SICKNESS

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

Resolved: To note the information.

PE206 STAFF MATTERS

Members received a verbal update on various staffing matters.

Resolved: To note the information.

The Chairman declared the meeting closed at 6.23pm

Dated this 19th day of April 2022

Chairman