



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor Y Farrell**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

30<sup>th</sup> June 2022

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

**Cllrs: J Carroll, C Copleston, S Goodchild and D Jones**

**(Copies to other 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> July 2022 at 6.00pm.**

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

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

Please follow this guidance if attending the meeting remotely [LINK](#)

**Clare Evans**  
**Town Clerk**  
**Agenda**

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

### 1. ELECTION OF CHAIR

Members are invited to elect a Chair for Personnel Sub-Committee for 2022/23.

### 2. APOLOGIES AND SUBSTITUTIONS

### 3. QUESTIONS FROM THE PUBLIC

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may

*\*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.

#### **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 invited to elect a Vice Chair for Personnel Sub-Committee for 2022/23.

#### **6. MINUTES**

*Pages 6 - 8*

To receive the minutes of the Personnel Sub-Committee meeting held on the 19<sup>th</sup> April 2022.

**Recommendation: To approve the Minutes of the meeting held on 19<sup>th</sup> April 2022 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 sub-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 but this is not a requirement.

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

## 9. FREEDOM OF INFORMATION REQUESTS

For the period April to June no Freedom of Information request have been received.

**Recommendation: To note the information.**

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

Annual leave

From April to June the Clerk has had 4 day's leave.

The following leave requests are made:

The following leave is requested:

- 25<sup>th</sup> July to 2<sup>nd</sup> August (7 working days)
- 22<sup>nd</sup> August to 7<sup>th</sup> September (this is 2.5 weeks; the clerk may work some hours during this time to monitor work)

Overtime

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

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

## 11. STAFF APPRAISALS

Members are informed that staff appraisals were all completed during May 2022. The following points are highlighted:

- A number of members of staff raised work capacity issues
- A number of members of staff requested a job evaluation be undertaken on their roles within the council

## 12. WORK EXPERIENCE – CENTRAL BEDFORDSHIRE COLLEGE

The Town Council has been contacted by the Supported Internship Coordinator at Central Bedfordshire College. The aim of Supported Internship is to support young adults with additional needs into a work placement, so that they can gain the relevant experience and skills to help them obtain employment in the future.

The college has new students starting in September who have a very keen interest in working in a Grounds Person role.

The Supported Internship Coordinator has asked if the Town Council would be interested in offering a student/s work placement for up to 3 days a week from September 2022 to June 2023. The student/s would be accompanied by a Job Coach who works to the Supported Employment model of 'Place, Train, Maintain and Fade.'

The Job Coach is trained in the jobs that the student would be doing first, so, that they are fully equipped with the knowledge, skills, and experience to best support the student and would lessen the impact on staff. Once the student can work confidently, the support would gradually be withdrawn to allow them to work independently.

The aim of Supported Internship is for the student to gain a paid position at the end of their experience; however, it is appreciated that this is not always possible. Central Bedfordshire College would be grateful for any experience, skills, and knowledge that student/s can gain along their journey.

Central Bedfordshire College has their own in-house Health and Safety Advisor who would carry out a risk assessment prior to a student starting.

This is a Government Supported scheme championing to close the employment gap between people with a disability or learning difficulty and those without.

**Recommendation:**     **To consider offering work experience to Central Bedfordshire College under the Supported Internship Scheme.**

### **13. EXCLUSION OF PRESS AND PUBLIC**

- Staff sickness
- Staffing matters
- Managing Staff Overtime budget

**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  
19<sup>th</sup> April 2022 at 6.00pm**

Present: Councillors: K Wattingham Chairman  
J Carroll  
D Jones  
M Kennedy

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

Public: 0

**PE207 APOLOGIES AND SUBSTITUTIONS**

None.

**PE208 QUESTIONS FROM THE PUBLIC**

None.

**PE209 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE210 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 17<sup>th</sup> January 2022 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 17th January 2022 be approved as a correct record and signed accordingly.**

**PE211 FREEDOM OF INFORMATION REQUESTS**

Members were advised for the period January to March no Freedom of Information requests had been received.

**PE212 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 were made:

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

#### Overtime

Members were advised the Clerk had 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).

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

#### **PE213 2021/22 NATIONAL PAY AWARD**

Members were 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.

Members discussed the budget implications of the 2021 pay award and allowances for future pay awards. Members queried how the pay increase would affect employees who had left the employment of the council during the 2021 – 2022 financial year. The Corporate Services Manager would make enquires and advise members accordingly.

#### **PE214 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.**

#### **PE215 STAFF SICKNESS**

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

**Resolved: To note the information.**

#### **PE216 STAFFING MATTERS**

Members were advised that a recruitment process was underway to fill two vacant positions within the grounds team.

Members were advised that interviews had now taken place and it was hoped that offers of employment would be issued shortly which if accepted, would bring the number of ground staff up to its full compliment.

**The Chairman declared the meeting closed at 6.32pm**

**Dated this 11<sup>th</sup> day of July 2022**

**Chairman**

DRAFT

## **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.