



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor Y Farrell**

Tel: 01582 708540

Town Clerk: **Clare Evans**

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31<sup>st</sup> October 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 **8<sup>th</sup> November 2022 at 5.30pm.**

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. 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.

*\*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.*

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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 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 6 -10*

To receive the minutes of the Personnel Sub-Committee meeting held on the 11<sup>th</sup> July 2022.

**Recommendation: To approve the Minutes of the meeting held on 11<sup>th</sup> July 2022 and for these to be signed by the Chairman.**

### **5. FREEDOM OF INFORMATION REQUESTS**

For the period July to October there has been one Freedom of Information request received.

Members are advised that this is currently being processed.

**Recommendation: To note the information.**

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

Annual leave

From July to September the Clerk has had 17 day's leave.  
The following leave request is being made retrospectively.

- 28<sup>th</sup> October 2022

The following leave request is being made:

- 3 days between Christmas and New Year

Overtime

The Clerk has attended 11 meetings or events outside of the normal working day within the period July to September (compared with 9 meetings in the previous quarter).

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

**7. 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.

Members are reminded that this item was deferred at the previous meeting.

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

**8. EXCLUSION OF PRESS AND PUBLIC**

- Staff sickness
- Staffing matters
- Staff Payments

**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> July 2022 at 6.00pm

Present: Councillors: S Goodchild Chairman  
J Carroll  
C Copleston  
Y Farrell Substitute

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

Public: 0

Apologies: Councillor: D Jones

Also present: Councillor: T McMahon

#### **PE217 ELECTION OF CHAIR**

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

Nomination: Cllr Goodchild Nominated by: Cllr Farrell  
Seconded by: Cllr Copleston

No other nominations were received. On being put to the vote, Councillor Goodchild was duly appointed as Chair of the Personnel Sub-Committee for the municipal year 2022 - 2023.

#### **PE218 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Jones (Cllr Farrell substituted).

#### **PE219 QUESTIONS FROM THE PUBLIC**

None.

#### **PE220 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

#### **PE221 ELECTION OF VICE-CHAIR**

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

Nomination: Cllr Jones Nominated by: Cllr Farrell  
Seconded by: Cllr Copleston

No other nominations were received. On being put to the vote, Councillor Jones was duly appointed as Vice-Chair of the Personnel Sub-Committee for the municipal year 2022 - 2023.

#### **PE222 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 19<sup>th</sup> April 2022 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 19<sup>th</sup> April 2022 be approved as a correct record and signed accordingly.**

#### **PE223 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 sub-committee.

*Members received this report for information.*

#### **PE224 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 but this was not a requirement.

Members agreed to defer this item to the next meeting.

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

#### **PE225 FREEDOM OF INFORMATION REQUESTS**

Members were advised for the period April to June, the council had received no Freedom of Information requests.

**Resolved: To note the information.**

#### **PE226 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

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

The following leave was 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 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).

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

### **PE227 STAFF APPRAISALS**

Members were informed that all staff appraisals had been completed during May 2022. The following points were 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

Members requested assurances that the issues raised by staff would be addressed.

### **PE228 WORK EXPERIENCE – CENTRAL BEDFORDSHIRE COLLEGE**

The Town Council had been contacted by the Supported Internship Coordinator at Central Bedfordshire College. The aim of Supported Internship was 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 had new students starting in September who had a very keen interest in working in a Grounds Person role.

The Supported Internship Coordinator had 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 would be trained in the jobs that the student would be doing first, so, that they were 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 was for the student to gain a paid position at the end of their experience; however, it was appreciated that this was not always possible. Central Bedfordshire College would be grateful for any experience, skills, and knowledge that student/s could gain along their journey.

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

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

Members expressed their support for such programmes and welcomed the prospect to assist with this opportunity. Members highlighted concerns that assurances would be needed to ensure college support would not be removed before the student was ready.

It was requested that it be looked into whether the college would supply the PPE needed for the student.

**Resolved: To offer work experience to Central Bedfordshire College under the Supported Internship Scheme.**

#### **PE229 EXCLUSION OF PRESS AND PUBLIC**

- Staff sickness
- Staffing matters
- Managing Staff Overtime budget

**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.**

#### **PE230 STAFF SICKNESS**

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

#### **PE231 STAFFING MATTERS**

Members received a report on short to medium term staffing requirements and discussed in depth the contents of the report and the requirements of the growing town.

**Resolved: To support the next steps as set out.**

#### **PE232 MANAGING STAFF OVERTIME BUDGET**

Members received information in regard to the equality on pay for staff along with possible cost savings associated with running events.

Members discussed at length the information received and acknowledged the exceptional work that officers of the council undertook in supporting events.

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Members requested that outside organisations and voluntary groups be contacted to ask whether support could be offered at events and the outcome reported back.

It was agreed that overtime expenditure would be reported to Events Working Group, both predicted, presented before the event, and actual, presented after the event to enable accurate cost information when giving consideration to planning an event.

- Resolved:**
- 1) **To continue to support staff under their current contract until the staff review is concluded.**
  - 2) **To seek contact with outside organisations and voluntary groups in order to obtain information as to whether there would be any support from them and to report the findings back.**
  - 3) **To report to the Events Working Group, the anticipated overtime costs when consideration is being given to running an event and to also report back on actual overtime costs, once the event has been held.**

**The Chairman declared the meeting closed at 7.15pm**

**Dated this 8<sup>th</sup> day of November 2022**

**Chairman**





Scale point	Current pay Per annum	Pay per hour	Rate from per annum from 1/4/22	Rate per hour from 1/4/22
5	£19,650	£10.21	£21,575	£11.22
6	£20,043	£10.42	£21,968	£11.42
7	£20,444	£10.63	£22,369	£11.63
8	£20,852	£10.84	£22,777	£11.84
9	£21,269	£11.05	£23,194	£12.06
10	£21,695	£11.28	£23,620	£12.28
11	£22,129	£11.50	£24,054	£12.51
12	£22,571	£11.73	£24,496	£12.73
13	£23,023	£11.97	£24,948	£12.97
14	£23,484	£12.21	£25,409	£13.21
15	£23,953	£12.45	£25,878	£13.45
16	£24,432	£12.70	£26,357	£13.70
17	£24,920	£12.95	£26,845	£13.96
18	£25,419	£13.21	£27,344	£14.21
19	£25,927	£13.48	£27,852	£14.48
20	£26,446	£13.75	£28,371	£14.75
21	£26,975	£14.02	£28,900	£15.02
22	£27,514	£14.30	£29,439	£15.30
23	£28,224	£14.67	£30,149	£15.67
24	£29,174	£15.16	£31,099	£16.16
25	£30,095	£15.64	£32,020	£16.64
26	£30,984	£16.10	£32,909	£17.11
27	£31,895	£16.58	£33,820	£17.58
28	£32,798	£17.05	£34,723	£18.05
29	£33,486	£17.40	£35,411	£18.41
30	£34,373	£17.87	£36,298	£18.87
31	£35,336	£18.37	£37,261	£19.37
32	£36,371	£18.90	£38,296	£19.91
33	£37,568	£19.53	£39,493	£20.53
34	£38,553	£20.04	£40,478	£21.04
35	£39,571	£20.57	£41,496	£21.57
36	£40,578	£21.09	£42,503	£22.09
37	£41,591	£21.62	£43,516	£22.62
38	£42,614	£22.15	£44,437	£23.10
39	£43,570	£22.65	£45,495	£23.65
40	£44,624	£23.19	£46,549	£24.19
41	£45,648	£23.73	£47,573	£24.73
42	£46,662	£24.25	£48,587	£25.25
43	£47,665	£24.77	£49,590	£25.77
44	£48,857	£25.39	£50,782	£26.39
45	£50,074	£26.03	£51,999	£27.03
46	£51,334	£26.68	£53,259	£27.68
47	£52,607	£27.34	£54,532	£28.35
48	£53,768	£27.95	£55,693	£28.95
49	£55,274	£28.73	£57,199	£29.73
50	£56,658	£29.45	£58,583	£30.45
51	£58,070	£30.18	£59,995	£31.18

<b>52</b>	£60,007	£31.19	£61,932	£32.19
<b>53</b>	£61,938	£32.19	£63,863	£33.19
<b>54</b>	£63,878	£33.20	£65,803	£34.20
<b>55</b>	£65,831	£34.22	£67,756	£35.22
<b>56</b>	£67,759	£35.22	£69,684	£36.22
<b>57</b>	£69,712	£36.23	£71,637	£37.24
<b>58</b>	£71,626	£37.23	£73,551	£38.23
<b>59</b>	£73,441	£38.17	£75,366	£39.17
<b>60</b>	£75,295	£39.13	£77,220	£40.14
<b>61</b>	£77,193	£40.12	£79,118	£41.12
<b>62</b>	£79,144	£41.14	£81,069	£42.14

Hourly rate: as per national agreement the hourly rates are calculated by dividing annual salary by 52 weeks then by 37 hours.

1. LC1 below substantive - Points 5 and 6
2. LC1 substantive benchmark range 7 – 12
3. LC1 above substantive range 13 – 17
4. LC2 below substantive 18 – 23
5. LC2 substantive range 24 – 28
6. LC2 above substantive 29 – 32
7. LC3 below substantive range 33 – 36
8. LC3 substantive range 37 – 41
9. LC3 above substantive range 42 – 45
10. LC4 below substantive range 46 – 49
11. LC4 substantive range 50 – 54
12. LC4 above substantive range 55 – 62