



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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4th January 2023

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 Monday **16th January 2023** at **6.30pm**

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

THIS MEETING MAY BE FILMED/RECORDED *

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.

**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.

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 5 - 9

To receive the minutes of the Personnel Sub-Committee meetings held on the 8th and 17th November 2022.

Recommendation: To approve the Minutes of the meetings held on 8th and 17th November 2022 and for these to be signed by the Chairman.

5. FREEDOM OF INFORMATION REQUESTS

For the period October to December, inclusive, no Freedom of Information requests have been 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 4 day's leave.

The following leave requests are made:

The following leave is requested:

- 15th February to 20th February 2023 (4 days)

The Clerk has an additional 0.5 days to take prior to end of March 2023, giving a total of 5 days annual leave to be carried forward to 2023/24.

Overtime

The Clerk has attended 13 meetings or events outside of the normal working day within the period October to December (compared with 11 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

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 8th November 2022 at 5.30pm

Present: Councillors: S Goodchild Chairman
J Carroll
D Jones

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

Public: 0

Absent: Councillor: C Copleston

Also present: Councillors: Y Farrell
T McMahon

PE233 APOLOGIES AND SUBSTITUTIONS

None.

PE234 QUESTIONS FROM THE PUBLIC

None.

PE235 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE236 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 11th July 2022 for consideration.

Resolved: To approve the Minutes of the meeting held on 11th July 2022 and for these to be signed by the Chairman.

PE237 FREEDOM OF INFORMATION REQUESTS

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

Members requested details of the information being requested. Members were informed that the sub-committee would only be provided with information that confirmed the Town Council had complied with its Freedom of Information policy but not necessarily the content.

Resolved: To note the information.

PE238 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 was made retrospectively.

- 28th October 2022

The following leave request was made:

3 days between Christmas and New Year

Overtime

The Clerk 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).

Resolved: To approve the Town Clerks annual leave request.

PE239 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 were reminded that this item was deferred at the previous meeting.

Members discussed this appointment and resolved to defer this item until the next meeting where it was hoped that a full compliment of members would be in attendance.

Resolved: To defer the appointment of one member of the Sub-Committee as an Appointed Person to the next meeting.

PE240 2022 – 2023 NATIONAL SALARY AWARD

Members were informed that the National Joint Council (NJC) reached an agreement on rates of pay applicable from the 1st April 2022. This agreement was confirmed on the 2nd November 2022.

The agreement for an increase of £1,925 from the 1 April 2022 on all NJC pay points 1 and above.

In addition, the National Joint Council (NJC) agreed that from 1 April 2023, all employees covered by this National Agreement, regardless of their current leave

entitlement or length of service, would receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement.

Also, with effect from 1 April 2023, there was the deletion of pay point 1 from the NJC pay spine.

Members received, briefing E02-22 from NALC, which also contained an annex detailing the new pay scales that retrospectively applied from the 1st April 2022.

Members were advised that this pay award, covering salary and any overtime worked, since the 1st April 2022, would be paid to employees in their November salary.

Members received this report for information.

PE241 EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters
- Staff Payments

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: Cllr Carroll

Carried, accordingly members in attendance who were not members of the sub-committee left the meeting.

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.**

PE242 STAFF SICKNESS

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

Resolved: **To note the information**

PE243 STAFFING MATTERS

Members received a verbal update on three staffing matters.

The Chair proposed that due to time constraints and the lateness of the receipt of an officers report the meeting should be adjourned until Thursday 17th November 2022 at 5.30pm to consider one particular item. Although the information had been received ahead of the meeting, it was felt there had not been enough time to fully process and comprehend its contents.

The Chair reminded those present that the reconvened meeting would continue in private session and that the report remained confidential.

Resolved: To defer the consideration of the appointment of an office apprentice until after April 2023.

PE244 STAFF PAYMENTS

Members were advised of the Councils statutory requirements as an employer under Financial Regulation 7.1

Members received a list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates.

Resolved: To receive the list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates and to recommend to Corporate Services that these be noted and signed by the Chair.

The Chairman declared the meeting adjourned at 6.20pm

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
17th November 2022 at 5.30pm**

The meeting held on the 8th November 2022 was adjourned and reconvened on 17th November 2022 to consider a remaining item on the agenda.

Present:	Councillors:	S Goodchild J Carroll C Copleston D Jones	Chairman
	Officers:	Clare Evans Debbie Marsh Louise Senior	Town Clerk Corporate Services Manager Head of Democratic Services

PE245 APOLOGIES AND SUBSTITUTIONS

None.

PE246 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE247 STAFFING MATTERS

Members discussed at length and considered item 10 from the adjourned meeting held on 8th November 2022.

Resolved: To consider the options contained within the report and to recommend to Corporate Services Committee the suggestions put forward.

The Chairman declared the meeting closed at 6.24pm

Dated this 16th Day of January 2023

Chairman