



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor J W Carroll**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis.org.uk

30th June 2023

To: Members of the Personnel Sub-Committee

Cllrs: E Costello, W Henderson, M Herber, D Jones, T McMahon

(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 **10th July 2023 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 2023/24.

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. ELECTION OF VICE-CHAIR

Members are invited to elect a Vice Chair for Personnel Sub-Committee for 2023/24.

5. 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.

6. MINUTES

Pages 7 - 9

To receive the minutes of the Personnel Sub-Committee meeting held on the 24th April 2023.

Recommendation: To approve the Minutes of the meeting held on 24th April 2023 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 a the Clerk's Appointed Person.

9. FREEDOM OF INFORMATION REQUESTS

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

This report is provided for information purposes.

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

Annual leave

From April to June the Clerk has had 0.5 day's leave.

The following leave requests are made:

The following leave was requested and approved at the meeting held on 24th April 2023:

- 3rd – 7th July 2023 - – to be adjusted to 3rd – 6th July 2023 (flexi leave on 7th July)
- 31st July – 4th August 2023 – to be adjusted to 31st July – 3rd August 2023 (flexi leave on 4th August)
- 23rd August – 5th September 2023 – to be adjusted to 23rd August – 4th September 2023 (flexi leave on 5th September)

Overtime

The Clerk has attended 8 meetings or events outside of the normal working day within the period April to June (compared with 12 meetings in the previous quarter).

Recommendation: To approve the Town Clerks annual leave request.

11. UPDATE ON NEW MEMBERS OF STAFF

Members are advised that the following new members of staff have been appointed:
Head of Environmental & Community Services – Ian Haynes, start date 12th June 2023

Finance Officer – Andrew Gaudion, start date 16th August 2023

Cemetery & Allotments Officer – Hayley Bourke, start date 3rd July 2023

Administration Officer – Amanda Samuels (job title change from Democratic Services Officer), start date 17th July 2023

Senior Youth Worker – Charley Ashley, start date TBC

Youth Support Workers – verbal update

13. 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
24th April 2023 at 6.00pm**

Present: Councillors: S Goodchild Chairman
J Carroll
D Jones

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

Public: 0

Apologies: Councillor: C Copleston

PE257 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Copleston.

PE258 QUESTIONS FROM THE PUBLIC

None.

PE259 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE260 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 16th January 2023 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 16th January 2023 be approved as a correct record and signed accordingly.

PE261 FREEDOM OF INFORMATION REQUESTS

For the period January to March, inclusive, 0 Freedom of Information request were received.

Resolved: To note the information.

PE262 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From January to March, inclusive, the Clerk has had 5 day's leave.

The following leave is requested:

- 0.5 days leave 26th April
- 5 days leave 3rd-7th July
- 5 days leave 31st July – 4th August

10 days leave 23rd August – 5th September

Overtime

The Clerk has attended 12 meetings or events outside of the normal working day within the period January to March, inclusive, (compared with 13 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE263 UK STAFF SICKNESS ABSENCE FIGURES

At the last Personnel Sub-Committee meeting held 16th January 2023, minute number PE256, it was requested that national sickness figures be obtained to compare the council's sickness levels with national statistics. These figures were obtained from the Office for National Statistics and provided year on year figures from 1995.

Members received this report for information.

PE264 EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters
- Staff payments

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.

PE265 STAFF SICKNESS

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

Resolved: To note the information.

PE266 STAFFING MATTER

Members received a verbal update on an ongoing staffing matter.

Resolved: To note the information.

PE267 STAFF PAYMENTS

Members received an appendix containing the Salary Point number, for the year 2023/24, 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 closed at 6.21pm

Dated this day of

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 5 Councillors
- Membership of the Sub Committee shall be drawn from Town Council
- The quorum shall be three members.