



# 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](mailto:info@houghtonregis.org.uk)

2<sup>nd</sup> October 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 **9<sup>th</sup> October 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. 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 - 8*

To receive the minutes of the Personnel Sub-Committee meeting held on the 10<sup>th</sup> July 2023.

**Recommendation: To approve the Minutes of the meeting held on 10<sup>th</sup> July 2023 and for these to be signed by the Chairman.**

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

For the period July to September 0 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 July to September the Clerk has had 14 day's annual leave and 2 days flexi leave.

The following leave is requested:

- 20<sup>th</sup>, 23<sup>rd</sup> & 24<sup>th</sup> October 2024
- 27<sup>th</sup>, 28<sup>th</sup> & 29<sup>th</sup> December 2024
- 2 further ad-hoc days, dates to be confirmed.

#### Overtime

The Clerk has attended 3 meetings or events outside of the normal working day within the period July to September (compared with 8 meetings in the previous quarter).

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

## 7. BIKE 2 WORK SCHEME

Members are advised that the council has signed up to the national Bike 2 Work Scheme. This scheme enables employees to purchase a new bike and bike accessories from participating stores. The benefit to the employee is that the cost of this purchase is taken from their gross salary, thus in effect they save money by not having to pay tax on the purchase. The employer also benefits by not paying NI on this element of the employees salary.

More details can be found here:

[How it works - Bike 2 Work Scheme](#)

<https://help.cyclescheme.co.uk/article/79-how-do-you-do-salary-sacrifice-for-the-cycle-to-work-scheme>

This report is provided for information purposes.

## 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  
10<sup>th</sup> July 2023 at 6.00 pm**

Present: Councillors: D Jones Chairman  
E Costello  
W Henderson  
M Herber  
T McMahon

Officers: Louise Senior Head of Democratic Services

Public: 0

**PE268 ELECTION OF CHAIR**

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

Nominee: Cllr Jones Proposed by: Cllr Costello  
Seconded by: Cllr McMahon

No other nominations were received, accordingly Cllr Jones was elected as Chair of the Personnel Sub-Committee for the municipal year of 2023 – 2024.

**PE269 APOLOGIES AND SUBSTITUTIONS**

None.

**PE270 QUESTIONS FROM THE PUBLIC**

None.

**PE271 ELECTION OF VICE-CHAIR**

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

Nominee: Cllr Costello Proposed by: Cllr Henderson  
Seconded by: Cllr Jones

No other nominations were received, accordingly Cllr Costello was elected as Vice-Chair of Personnel Sub-Committee for the municipal year of 2023 – 2024.

**PE272 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE273 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 24<sup>th</sup> April 2023 for consideration.

**Resolved:** That the minutes of the Personnel Sub-Committee meeting held on 24<sup>th</sup> April 2023 be approved as a correct record and signed accordingly.

#### **PE274 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.*

#### **PE275 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.

Cllr Jones offered to continue to act as the Clerks appointed person.

**Resolved:** To appoint Cllr Jones of the Sub-Committee as the Clerk's Appointed Person.

#### **PE276 FREEDOM OF INFORMATION REQUESTS**

For the period April to June no Freedom of Information requests had been received.

*Members received this report for information.*

#### **PE277 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

Annual leave

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

The following leave requests were made:

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

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

Overtime

The Clerk 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).

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

**PE278 UPDATE ON NEW MEMBERS OF STAFF**

Members were advised that the following new members of staff had been appointed:  
Head of Environmental & Community Services – Ian Haynes, start date 12<sup>th</sup> June 2023  
Finance Officer – Andrew Gaudion, start date 16<sup>th</sup> August 2023  
Cemetery & Allotments Officer – Hayley Bourke, start date 3<sup>rd</sup> July 2023  
Administration Officer – Amanda Samuels (job title change from Democratic Services Officer), start date 17<sup>th</sup> July 2023  
Lead Youth Worker – Charley Ashley, start date TBC  
Youth Support Workers – verbal update

Members were advised that although some applications had been received for the Youth Worker role, they were unable to be shortlisted, accordingly, the role had been re-advertised and was due to be closed on 19<sup>th</sup> July 2023, shortlisting would take place after this date.

**PE279 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.**

**PE280 STAFF SICKNESS**

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

The data was presented in days, however, members requested that this be presented in hours as a clearer overview due to the increase in part-time employees.

**Resolved: To note the information.**

**PE281 STAFFING MATTER**

Members were updated on an ongoing staffing matter.

**Resolved: To note the information.**

**PE282 ACTION ARISING FROM INTERNAL AUDITORS REPORT**

Members were advised on a necessary action which had arisen from the Internal Auditor's report. This anomaly would be rectified at the end of July.

**The Chairman declared the meeting closed at 6.53pm**

**Dated this 9<sup>th</sup> day of October 2023**

**Chairman**

DRAFT