



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

5th January 2024

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 **15th January 2024 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 - 7

To receive the minutes of the Personnel Sub-Committee meeting held on 16th October 2023.

Recommendation: To approve the Minutes of the meeting held on 16th October 2023 and for these to be signed by the Chairman.

5. FREEDOM OF INFORMATION REQUESTS

For the period October to December no Freedom of Information requests had been received.

This report is provided for information purposes.

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

Sickness

1 day in December

Annual leave

From October to December the Clerk has had 5 day's leave and 1 day's flexi leave. The following leave requests are made:

The following leave is requested:

- 23rd February 2024
- 8th – 12th April 2024
- 28th May – 30th May 2024

Overtime

The Clerk has attended 2 meetings or events outside of the normal working day within the period October to December (compared with 3 meetings in the previous quarter).

Recommendation: To approve the Town Clerks annual leave request.

7. 2023/24 PAY AWARD

Members are informed that the £1925 pay increase (as agreed by the National Joint Council for local government services) was paid to staff in their November salary, backdated to April 2023, as per staff contracts of employment

Recommendation: To request that Corporate Services Committee note the Pay Award for 2023/24 at its meeting on 4th March 2024.

8. STAFF APPRAISALS

Members are advised that the majority of staff Appraisals have been completed with the remaining appraisal meetings booked over the coming week.

During the appraisal process ILM Coaching & Mentoring Level 3 course has been offered to Heads of Service, all are keen to undertake the training. Budget provision will be sought for 24/25.

This report is provided for information purposes.

9. STAFF RECRUITMENT

All new members of staff recruited summer 2023, have successfully completed their probation period.

This report is provided for information purposes.

10. EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters
- Payscales

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 9th October 2023 at 6.00pm

Present: Councillors: D Jones Chairman
E Costello
M Herber
T McMahon
C Slough Substitution

Officers: Louise Senior Head of Democratic Services
Amanda Samuels Administrative Officer

Public: 0

Apologies: Councillor: W Henderson

Also present: Councillor: J Carroll

PE283 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Henderson (Councillor C Slough substituted)

PE284 QUESTIONS FROM THE PUBLIC

None.

PE285 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE286 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 10th July 2023 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 10th July 2023 be approved as a correct record and signed accordingly.

PE287 FREEDOM OF INFORMATION REQUESTS

For the period July to September 0 Freedom of Information requests had been received.

Resolved: To note the information.

PE288 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Members were advised that the Clerk has had 14 day's annual leave and 2 days flexi leave.

The following leave was requested:

- 23rd October 2023
- 27th, 28th & 29th December 2023
- 3 further ad-hoc days, dates to be confirmed.

Overtime

The Clerk 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).

Resolved: To approve the Town Clerks annual leave request.

PE289 BIKE 2 WORK SCHEME

Members were advised that the council had signed up to the national Bike 2 Work Scheme. This scheme enabled employees to purchase a new bike and bike accessories from participating stores. The benefit to the employee was that the cost of this purchase was taken from their gross salary, thus in effect they saved money by not having to pay tax on the purchase. The employer also benefitted by not paying NI on this element of the employee's salary.

This report was provided for information purposes.

Members raised concerns over where staff members bicycles would be stored on site. It was suggested that the provision of outside secure facilities be looked into.

Resolved: To note the information.

PE290 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.

PE291 STAFF SICKNESS

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

Members requested that further reports include a sum of a full-time working week and requested information of how many hours comprised a full week for staff. This would aid Members understanding of the figures.

Confirmation of the number of office staff was also requested and would be checked.

Members were advised that patterns of sickness were monitored for any anomalies and the sickness management policy followed.

PE292 STAFFING MATTERS

Members were advised that there were still ongoing issues with staff illness within the grounds team and that a temporary grounds person had been employed.

Members were advised that two youth workers had also been recruited.

The Chairman declared the meeting closed at 6.17pm

Dated this 15th day of January 2024

Chairman

DRAFT