



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr E Cooper**
Town Clerk: **Clare Evans**

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24th June 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 **Monday 8th July 2024 at 7.00pm.**

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](#)

Clare Evans
Town Clerk
Agenda

THIS MEETING MAY BE RECORDED *

1. ELECTION OF CHAIR

Members are invited to elect a Chair for Personnel Sub-Committee for 2024/25.

2. APOLOGIES AND SUBSTITUTIONS

3. 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.

4. ELECTION OF VICE-CHAIR

Members are invited to elect a Vice Chair for Personnel Sub-Committee for 2024/25.

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

To receive the minutes of the Personnel Sub-Committee meeting held on the 7th May 2024.

Recommendation: To approve the Minutes of the meeting held on 7th May 2024 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 Clerk's 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 the Clerk's Appointed Person.

9. FREEDOM OF INFORMATION REQUESTS

For the period April to June one Freedom of Information request has been received. It is confirmed that this request was responded to within the statutory timeframe.

Recommendation: To note the information.

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

Annual leave

From April to June the Clerk has had 12 days' leave and 3 days' Flexi-leave. There are no outstanding leave requests.

Overtime

The Clerk has attended 3 meetings or events outside of the normal working day within the period April to June (compared with 5 meetings in the previous quarter).

Recommendation: To approve the Town Clerk's annual leave request.

11. 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
7th May 2024 at 6.00pm**

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

Officers: Louise Senior Head of Democratic Services
Amanda Samuels Administration Assistant

Public: 0

Absent: Councillor: E Costello

PE306 APOLOGIES AND SUBSTITUTIONS

None.

PE307 QUESTIONS FROM THE PUBLIC

None.

PE308 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE309 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 15th January 2024 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 15th January 2024 be approved as a correct record and signed accordingly.

PE310 FREEDOM OF INFORMATION REQUESTS

No Freedom of Information requests had been received for the period January – March 2014.

Resolved: To note the information.

PE311 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From January to March 2024 the Clerk had 6 days' leave and 3 days' flexi leave.

The following leave had been requested:

- 28th May 2024 – 30th May
- 28th October 2024 – 1st November 2024

Additional leave was requested as follows:

- 29th July – 9th August

Overtime

The Clerk had attended 5 meetings or events outside of the normal working day within the period January – March 2024 (compared with 2 meetings in the previous quarter)

Resolved: To approve the Town Clerk's annual leave request.

PE312 NALC MODEL CONTRACT

Members were presented with the NALC model contract. The contract had been reviewed by HRTC's Human Resources advisor and amended to include a sentence relating to sickness being calculated on a rolling 12-month period. It was felt this addition clarified the means of calculating sickness. The amended contract would be implemented for all new staff members moving forward.

Resolved: To note the information.

PE 313 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Henderson Seconded by: Cllr McMahon

Carried.

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.

PE314 STAFF SICKNESS

Members were provided with a rolling twelve-month record of sickness absence for all members of staff.

Resolved: To note the information.

The Chairman declared the meeting closed at 6.10pm

Dated this 8th day of July 2024

Chairman

DRAFT

Personnel Sub-Committee (Reporting to Corporate Services Committee)

Terms of reference

- 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.

Functions

- 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.