



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

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

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15<sup>th</sup> November 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 25<sup>th</sup> November 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. 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.

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.

*\*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.*

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### 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 8<sup>th</sup> July 2024.

**Recommendation: To approve the Minutes of the meeting held on 8<sup>th</sup> July 2024 and for these to be signed by the Chairman.**

### 5. FREEDOM OF INFORMATION REQUESTS

For the period July to September 1 Freedom of Information request has been received. It is confirmed that this request was responded to within the statutory timeframe.

At the last meeting members requested whether they could be given the subject matter of the freedom of information request, it was confirmed that this level of information could be shared with the committee.

Members are advised that the request was made by another council regarding SCP's for senior staff members.

**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 13 day's leave and 3 Flexi days leave. The following leave requests are made:

The following leave is requested:

- 27<sup>th</sup> – 31<sup>st</sup> December 2024
- 20<sup>th</sup> – 21<sup>st</sup> February 2025

Overtime

The Clerk has attended 6 meetings or events outside of the normal working day within the period July to September (compared with 5 meetings in the previous quarter).

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

## **7. EXCLUSION OF PRESS AND PUBLIC**

- Staff sickness
- Flexible retirement request
- Staff salaries

**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  
8<sup>th</sup> July 2024 at 7.00pm**

Present: Councillors: W Henderson Chairman  
M Herber  
Y Farrell Substitution  
D Jones  
T McMahan

Officers: Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: E Costello

**PE315 ELECTION OF CHAIR**

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

Nomination: Cllr Henderson Nominated by: Cllr Jones  
Seconded by: Cllr Farrell

Nomination: Cllr McMahan Nominated by: Cllr Herber  
Seconded by: Cllr McMahan

A recorded vote was requested.

Members in favour of Cllr Henderson: Cllrs: Henderson, Farrell and Jones.  
Members in favour of Cllr McMahan: Cllrs: Herber and Cllr McMahan.

On being put to the vote, Councillor Henderson was duly appointed as Chair of Personnel Sub-Committee for the municipal year of 2024/2025.

**PE316 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Costello (Cllr Farrell substituted).

**PE317 QUESTIONS FROM THE PUBLIC**

None.

**PE318 ELECTION OF VICE-CHAIR**

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

Nomination: Cllr Jones Nominated by: Cllr Farrell  
Seconded by: Cllr Henderson

Nomination: Cllr McMahan      Nominated by: Cllr Herber  
 Seconded by: Cllr McMahan

A recorded vote was requested.

Members in favour of Cllr Jones: Cllrs Farrell, Henderson and Jones.  
 Members in favour of Cllr McMahan: Cllrs Herber and McMahan.

On being put to the vote, Councillor Jones was duly appointed as Vice-Chair of Personnel Sub-Committee for the municipal year of 2024/2025.

### **PE319 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

### **PE320 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 7<sup>th</sup> May 2024 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 7<sup>th</sup> May 2024 be approved as a correct record and signed accordingly.**

### **PE321 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.*

### **PE322 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 decision/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.

Nomination: Cllr Jones      Nominated by: Cllr Farrell  
 Seconded by: Cllr Henderson

Nomination: Cllr McMahan      Nominated by: Cllr Herber  
 Seconded by: Cllr McMahan

A recorded vote was requested.

Members in favour of Cllr Jones: Cllrs Farrell, Henderson and Jones.  
Members in favour of Cllr McMahon: Cllrs Herber and McMahon.

On being put to the vote, Councillor Jones was duly appointed as the Clerks Appointed Person for the municipal year of 2024/2025.

**Resolved: To appoint Cllr Jones as the Clerk's Appointed Person.**

### **PE323 FREEDOM OF INFORMATION REQUESTS**

For the period of April to June 1 Freedom of Information request had been received. It was confirmed that this request had been responded to within the statutory timeframe.

Members requested that it be looked into whether the subject matter of any freedom of information requests could be included on the agenda to determine whether there was a pattern which could be considered vexatious. It was suggested that this could be placed on the agenda after the exclusion of the press and public.

It was confirmed that this would be investigated and feedback to members at the next meeting.

**Resolved: To note the information.**

### **PE324 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 were 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).

**Resolved: To note the information.**

### **PE325 EXCLUSION OF PRESS AND PUBLIC**

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: M Herber  
All in favour

**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**

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**grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.**

**PE326 STAFF SICKNESS**

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

Members were advised that these figures go to the date of 24<sup>th</sup> June 2024.

Members discussed the value of keeping this item on the agenda, it was agreed that it provided valuable information and could flag up details of a pattern of illness.

**Resolved: To note the information.**

**The Chairman declared the meeting closed at 7.18 pm**

**Dated this 25<sup>th</sup> day of November 2024**

**Chairman**

DRAFT