



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

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

Tel: 01582 708540
e-mail: info@houghtonregis-tc.gov.uk

28th January 2025

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 3rd February 2025 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](#)

THIS MEETING MAY BE RECORDED *

Clare Evans
Town Clerk
Agenda

- 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.

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 4 - 6

To receive the minutes of the Personnel Sub-Committee meeting held on the 25th November 2024.

Recommendation: To approve the Minutes of the meeting held on 25th November 2024 and for these to be signed by the Chairman.

5. FREEDOM OF INFORMATION REQUESTS

One Freedom of Information (FOI) request was received between September and November 2024 concerning solar panel installations at Tithe Farm Pavilion. The request was responded to within the statutory timeframe.

This report is provided for information only.

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

Annual leave

From October to December 2024 the Clerk has had 5 day's annual leave and 1 day flexi leave.

Annual leave for 20th - 21st February was approved at the meeting held on 25th November 2024. To extend this into a full week off, additional Time Off in Lieu (TOIL) hours have been requested as below:

17th – 19th February - requested TOIL

Overtime

The Clerk has attended 6 meetings or events outside of the normal working day within the period October to December 2024 (compared with 6 meetings in the previous quarter).

Recommendation: To approve the requested TOIL dates.

7. RECRUITMENT

Members are advised, due to the successful appointment to the post of Finance Support Officer, the recruitment process is underway for:

- Support Officer (Events)
- Support Officer (Leadership)
- Cemetery & Allotment Officer

Members are advised that, subject to good quality applications, interviews will be held during the early part of March with a view to an April 2025 start.

This report is provided for information only.

8 EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters
- Payscales 2025/2026

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 25th November 2024 at 7pm

Present: Councillors: W Henderson Chairman
E Cooper (Substitution)
M Herber
D Jones
T McMahon

Officers: Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: E Costello

PE327 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Costello, Cllr Cooper substituted.

PE328 QUESTIONS FROM THE PUBLIC

None.

PE329 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE330 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 8th July 2024 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 8th July 2024 be approved as a correct record and signed accordingly.

PE331 FREEDOM OF INFORMATION REQUESTS

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

Members were advised that the request was made by another council regarding SCPs for senior staff members.

Resolved: To note the information.

PE332 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESSAnnual leave

From July to September the Clerk had 13 day's leave and 3 Flexi days leave.

The following leave was requested:

- 27th – 31st December 2024
- 20th – 21st February 2025

Overtime

The Clerk had 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).

Resolved: To approve the Town Clerks annual leave requests.

PE333 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones Seconded by: Cllr Herber

Members in favour: 5

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.

PE334 STAFF SICKNESS

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

Members are advised that these figures go to the date of 24th June 2024.

Resolved: To note the information

PE335 FLEXIBLE RETIREMENT REQUEST

Members were advised that the council had received a flexible retirement request for an eligible member of staff.

Resolved: To note the information

PE336 STAFF SALARIES

Members received the list of spinal point range, spinal point number, the salary equivalent (as per April 2024), for all staff, along with overtime rates, additional payments, 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 on 3rd March 2025 that these be noted and signed by the Chair.

The Chairman declared the meeting closed at 7.16pm

Dated this 3rd day of February 2025

Chairman

DRAFT