



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr M Herber**
Town Clerk: **Clare Evans**

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

18th November 2025

To: Members of the Staffing Committee

Cllrs: W Henderson (Chair), E Costello, M Herber, D Jones, T McMahon, A Slough, D Taylor

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Staffing Committee** to be held at the Council Offices, Peel Street on **24th November 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](#)

Clare Evans
Town Clerk

THIS MEETING MAY BE RECORDED *

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.

- 3. 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

**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.*

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 - 9

To approve the Minutes of the meeting held on 3rd June 2025.

Recommendation: To approve the Minutes of the meeting held on 3rd June 2025 and for these to be signed by the Chairman.

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

Annual leave

From July 2025 to September 2025 the Clerk has had 12 day's annual leave and 3 days flexi leave.

The following leave is requested:

- 29th – 31st December 2025

Overtime

Members are advised that due to the last meeting falling mid-way through a quarter, the months of May and June have been included, to re-align with quarterly reporting.

During the months of May and June 2025 the Clerk attended 3 meetings or events outside of the normal working day.

During the period July to September 2025 the Clerk has attended 4 meetings or events outside of the normal working day within the period compared with 6 in the previous quarter.

Sickness

From July 2025 to September 2025 the Clerk has not had any sick leave.

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

6. 2025 - 2026 PAY AWARD

Members are informed that the 3.2% pay increase (as agreed by the National Joint Council for local government services) was paid to staff in their August salary, backdated to April 2025, as per staff contracts of employment.

7. STAFF APPRAISALS

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

This report is provided for information purposes.

8. RECRUITMENT UPDATE

Members are advised of the following recruitment outcomes:

Community Gardener

Following a successful recruitment process, an appointment has been made to the post of Community Gardener. The successful candidate commenced employment on 17th November 2025.

Grounds Team

Three new members have joined the Grounds Team. These new staff members are now in post.

Project Manager

The recruitment process for the Project Manager position has now concluded. However, members are advised that no suitable appointment was made from the available candidates.

The position and recruitment approach will be reviewed with a view to re-advertising and appointing in 2025/26. The timescale for this is dependent on members consideration of Agenda Item 10.

As an interim measures, an existing part time employee is providing some additional hours in support of the Head of Environmental & Community Services.

Support Officer (Events) - Maternity Cover

A maternity cover position for *Support Officer (Events)* was advertised internally, and an appointment has been successfully made.

This report is provided for information only.

9. EXCLUSION OF PRESS AND PUBLIC

- Staffing Forecast Review – Update For 2026-2027
- Staffing Forecast 2026-2030
- 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.

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HOUGHTON REGIS TOWN COUNCIL

Staffing Committee Minutes of the meeting held on 3rd June 2025 at 7pm

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

Officers: Louise Senior Head of Democratic Services
Ian Haynes Head of Environmental &
Amanda Samuels Community Services
Administration Officer

Public: 0

Apologies: Councillors: E Costello
D Taylor

13212 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllrs Costello and Taylor (Cllr Cooper substituted).

13213 QUESTIONS FROM THE PUBLIC

None.

13214 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13215 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice Chair for Staffing Committee for 2025/2026.

Nominee:	D Jones	Proposed by:	E Cooper
		Seconded by:	A Slough

There were no other nominations.

On being put to the vote, Cllr Jones became the Vice-Chair of Staffing for the municipal year of 2025/2026.

13216 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4.j.iv Council is required to review its delegation arrangements to committees and sub committees.

Members were provided with the extract from the approved Committee Functions & Terms of Reference which related to this committee.

13217 COMMITTEE WORKPLAN

Members were provided with a workplan for the municipal year 2025/26. The workplan provided a structured approach to the committee's business throughout 2025/26, ensuring all statutory requirements and governance obligations were met in a timely manner.

It was requested by Members that dates for the Staffing Committee 2026/2027 reverted to the pattern previously followed by the Personnel Sub-committee, as follows:

- End July 2026
- End November 2026
- End January 2027
- End April 2027

Members agreed to accept the recommendation and the suggested diary changes for the following council year were duly noted.

Resolved: To review and approve the Staffing Committee Workplan for 2025/26, which outlines anticipated specific reports for the municipal year.

13218 APPOINTMENT OF CLERK'S APPOINTED PERSONS

As part of the Committee's Functions one member of the Committee was to be appointed as the contact to support the Clerk for day-to-day matters, to handle impromptu leave requests, absences from work and to feed matters to Committee where any decisions/action had been made. This person and one other appointed person (historically this had been the Mayor as Chair of the Council) was required to undertake the Clerk's appraisal.

One of these positions was generally taken by the Chair of the Committee but this was not a requirement.

Members were invited to make nominations for the Clerk's Appointed Person.

Nominee: D Jones

Proposed by:

E Cooper

Seconded by:

T McMahon

There were no other nominations.

On being put to the vote, Councillor Jones was duly appointed as the Clerk's Appointed Person for the municipal year of 2025/2026.

The appointment of a second member was made as follows:

Nominee:	M Herber	Proposed by:	T McMahon
		Seconded by:	D Jones

There were no other nominations.

On being put to the vote, Councillor Herber was duly appointed as the second member to undertake the Clerk's appraisal for the municipal year of 2025/2026.

Resolved:

- 1. To appoint a member of the Committee as the Clerk's Appointed Person and to undertake the Clerk's appraisal;**
- 2. To appoint a second member to undertake the Clerk's appraisal.**

13219 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From January to April 2025 the Clerk had 3 day's annual leave and 2 days flexi leave.

The following leave was requested:

- 30th June – 4th July 2025
- 14th August – 1st September 2025

Overtime

The Clerk had attended 8 meetings or events outside of the normal working day within the period January to April 2025 (compared with 6 meetings in the previous quarter).

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

13220 RECRUITMENT

Members were advised, following the successful internal appointment to the post of Finance Support Officer, the recruitment for the remaining posts had been completed in accordance with the Town Councils Safer Recruitment & Selection Policy. These new members of staff were now in post:

- Support Officer (Events) – Saffron Cooper-Hughes (F/T)
- Support Officer (Leadership) – Elizabeth Holland (P/T-15hrs pw)
- Cemetery & Allotment Officer – Bianca Nagle (P/T – 15hrs pw)

13221 STAFF APPRAISAL

Members were advised that the majority of staff appraisals had been completed, with the remaining appraisal meetings booked over the coming week. The Town Councils Appraisal Policy and appraisal form was reviewed in 2017 and as such it was opportune to review and update.

Members made the following queries regarding wording within the Appraisal Policy:

- *In paragraph 3.1 'Town Clerk' had been substituted with 'Line Manager' but it was later stated that appraisees must return the form to the 'Town Clerk' – should this also read 'Line Manager'?*
The Head of Corporate Services agreed to clarify and confirm the wording.
- *Should paragraph 10.3 read 'Staffing Committee' rather than 'Corporate Services'?*
The Head of Corporate Services responded that the Staffing Committee had initially been established for the current year only, hence the wording; Members requested that it should read 'Staffing Committee'.
- *'Section 43' should read 'Section 3'.*
This would be amended.

Resolved: To recommend to Town Council, the adoption of the Town Councils Appraisal Policy and process.

13222 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: D Jones Seconded by: T McMahon

Votes in favour: 6

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.

13223 STAFF SICKNESS

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

It was confirmed to members that the Bradford Point system was monitored by Line Managers.

Resolved: To note the information

13224 STAFFING MATTERS

Members considered a report relating to internal staffing structures and future service delivery. A number of recommendations were discussed to support the Council's ongoing development and to ensure sufficient capacity is in place to meet current and anticipated responsibilities.

The proposals included consideration of potential future appointments, and longer-term workforce planning to reflect the evolving needs of the Town Council. Members also considered budget implications and the importance of aligning staffing resources with the Council's strategic priorities.

Resolved: To support all recommendations as contained within the report.

The Chairman declared the meeting closed at 8.01 pm.

Dated this 24th day of November 2025

Chairman