



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

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

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27<sup>th</sup> January 2026

**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 **Monday 2<sup>nd</sup> February 2026 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\*\*](#)

A handwritten signature in black ink, appearing to read 'CE'.

**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.

- 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 - 8*

To approve the Minutes of the meeting held on 24<sup>th</sup> November 2025.

**Recommendation:** **To approve the Minutes of the meeting held on 24<sup>th</sup> November 2025 and for these to be signed by the Chairman.**

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

##### Annual leave

From October 2025 – December 2025 the Town Clerk has taken 6 days annual leave and 3 days flexi Leave.

The following leave is requested:

- 19<sup>th</sup> – 24<sup>th</sup> February 2026

##### Overtime

During the period October 2025 – December 2025 the Town Clerk has attended 4 meetings or events outside of the normal working day within the period compared with 4 in the previous quarter.

##### Sickness

From October 2025 – December 2025 the Clerk has not taken any sick leave.

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

#### 6. EXCLUSION OF THE PRESS AND PUBLIC

- Staff Sickness
- Staffing Forecast Review – update for 2026-2027

**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

## Staffing Committee

Minutes of the meeting held on  
24<sup>th</sup> November 2025 at 7pm

Present:	Councillors:	W Henderson E Cooper M Herber D Jones T McMahon A Slough D Taylor	Chairman (Substitute)
	Officers:	Louise Senior Amanda Samuels	Head of Democratic Services Administration Officer
	Public:	0	
	Also in attendance:	Cllr Farrell	
Apologies:	Councillor:	E Costello	

### 13424 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Costello (Cllr Cooper substituted)

### 13425 QUESTIONS FROM THE PUBLIC

None.

### 13426 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

### 13427 MINUTES

The Committee received the minutes of the Staffing Committee meeting held on 3<sup>rd</sup> June 2025 for consideration.

**Resolved:** That the minutes of the Staffing Committee meeting held on 3<sup>rd</sup> June 2025 be approved as a correct record and signed accordingly.

### 13428 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

#### Annual leave

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

The following leave was requested:

29<sup>th</sup> – 31<sup>st</sup> December 2025

**Overtime**

Members were advised that due to the last meeting falling mid-way through a quarter, the months of May and June had 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 had 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 had not had any sick leave.

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

**13429 2025 - 2026 PAY AWARD**

Members were 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.

**13430 STAFF APPRAISALS**

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

**13431 RECRUITMENT UPDATE**

Members were advised of the following recruitment outcomes:

***Community Gardener***

Following a successful recruitment process, an appointment was made to the post of Community Gardener. The successful candidate commenced employment on 17<sup>th</sup> November 2025.

***Grounds Team***

Three new members had joined the Grounds Team. These new staff members were in post.

***Project Manager***

The recruitment process for the Project Manager position had concluded. Members were advised, however, that no suitable appointment had been made from the available candidates.

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

As an interim measure, an existing part-time employee was providing 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 had been successfully made.

### **13432 EXCLUSION OF PRESS AND PUBLIC**

Members voted on the exclusion of the press and public:

Proposed by: Cllr McMahon      Seconded by: Cllr Jones

Votes for: 7

**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.**

### **13433 STAFFING FORECAST REVIEW – UPDATE FOR 2026-2027**

Members were updated on staffing changes within 2025/26 and 2026/27.

**Resolved:** **To support the suggestions made subject to budget provision for 2026/27.**

### **13434 STAFFING FORECAST 2026-2030**

Members were provided with a staffing forecast to 2030 for consideration.

**Resolved** **To note the staffing forecast to 2030.**

### **13435 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 7.44 pm**

**Dated this 2<sup>nd</sup> day of February 2026**

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**Chairman**

DRAFT