

**HOUGHTON REGIS TOWN COUNCIL**

**Personnel Sub-Committee  
Minutes of the meeting held on  
15<sup>th</sup> January 2024 at 6.00pm**

Present: Councillors: D Jones Chairman  
Y Farrell (Substitute)  
W Henderson  
M Herber  
T McMahan

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

Public: 0

Apologies: Councillor: E Costello

**PE293 APOLOGIES AND SUBSTITUTIONS**

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

**PE294 QUESTIONS FROM THE PUBLIC**

None.

**PE295 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE296 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 9<sup>th</sup> October 2023 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 9<sup>th</sup> October 2023 be approved as a correct record and signed accordingly.**

**PE297 FREEDOM OF INFORMATION REQUESTS**

For the period October to December no Freedom of Information requests had been received.

**Resolved: To note the information.**

**PE298 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

*QJJ*

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Sickness  
1 day in December

Annual leave

From October to December the Clerk had 5 day's leave and 1 day's flexi leave. The following leave requests had been made:

- 23rd February 2024
- 8th – 12th April 2024
- 28th May – 30th May 2024

Overtime

The Clerk had attended 2 meetings or events outside of the normal working day within the previous quarter.

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

**PE299 2023/24 PAY AWARD**

Members were informed that the £1,925 pay increase (as agreed by the National Joint Council for local government services) was paid to staff in their November salary, backdated to April 2023, as per staff contracts of employment.

**Resolved: To request that Corporate Services Committee note the Pay Award for 2023/24 at its meeting on 4<sup>th</sup> March 2024.**

**PE300 STAFF APPRAISALS**

Members were advised that most staff Appraisals had been completed with some to be followed up over the coming week.

During the appraisal process ILM Coaching & Mentoring Level 3 training had been offered to Heads of Service, all were keen to undertake the training. Budget provision would be sought for 24/25.

**Resolved: To note the information**

**PE301 STAFF RECRUITMENT**

Members were advised that all new members of staff recruited during the summer of 2023 had successfully completed their probationary period.

**Resolved: To note the information.**

**PE302 EXCLUSION OF PRESS AND PUBLIC**

Members voted on the exclusion of the press and public:

Proposed by: Cllr Henderson Seconded by: Cllr Herber



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Carried

*The Administration Officer left the meeting.*

- Staff sickness
- Staffing matters
- Payscales

**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.

**PE303 STAFF SICKNESS**

Members will find attached a rolling twelve-month record of sickness absence for all members of staff.

**Resolved:** To note the information

**PE304 STAFFING MATTERS**

Members will find attached a report highlighting a suggested amendment to the Contracts of Employment issued to staff.

**Resolved:** To support the recommendation in the report.

**PE305 PAY SCALES 2024/25**

Members were advised of the Councils statutory requirements as an employer under Financial Regulation 7.1

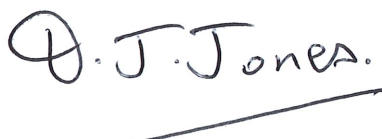
Members received a list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates.

**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 that these be noted and signed by the Chair.

**The Chairman declared the meeting closed at 6.37pm**

**Dated this 7<sup>th</sup> day of May 2024**

**Chairman**

  
D. J. Jones.

