

**HOUGHTON REGIS TOWN COUNCIL**

**Personnel Sub-Committee  
14<sup>th</sup> October 2019 at 6.00pm.**

Present: Councillors: K Wattingham Chairman  
D Abbott  
C Copleston  
D Jones

Officers: Debbie Marsh Corporate Services Manager  
Louise Senior Head of Democratic Services

Public: 0

**PE109 APOLOGIES AND SUBSTITUTIONS**

None.

**PE110 QUESTIONS FROM THE PUBLIC**

None.

**PE111 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE112 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 15<sup>th</sup> July 2019 for consideration.

Members requested an update on the report related to PE108. Members were advised that this had not yet been finalised but would be included in the next agenda.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 15th July 2019 be approved as a correct record and signed accordingly.**

**PE113 REVIEW OF STAFF SICKNESS**

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

Members acknowledged that figures were higher than usual for the last quarter, but were aware of, and acknowledged the reasons why.

**Resolved: To note the information.**

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**PE114 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

The Town Clerk had:

- Booked 4 days annual leave between 1<sup>st</sup> October and 31<sup>st</sup> December 2019.
- Attended 11 meetings outside of normal office hours from 1<sup>st</sup> July to 30<sup>th</sup> September 2019 (compared with 12 meetings in the previous quarter).
- Taken ½ day sick leave

**Resolved: To approve the Town Clerks annual leave request.**

**PE115 FREEDOM OF INFORMATION REQUESTS**

For the period of July to September no Freedom of Information requests had been received.

**Resolved: To note the information.**

**PE116 TOWN COUNCIL'S APPRENTICESHIP SCHEME**

Members were informed that both the office and grounds apprentice roles had been advertised.

An office apprentice had been appointed and it was anticipated that they would be in post shortly, start date to be confirmed.

The grounds apprentice role had been advertised twice, with only one applicant applying who subsequently withdrew.

**Resolved: To note the information.**

**PE117 RETIREMENT GRATUITIES**

Members received a report detailing the change to discretionary retirement gratuities.

Members were advised that discretionary payments were no longer able to be made to retiring staff. It was requested that staff be made aware of the change.

**Resolved: To note the information.**

**PE118 EXCLUSION OF PRESS AND PUBLIC**

- Staffing matters
- Capacity review

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones Seconded by: Cllr Copleston

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Members for: 4    Members against: 0    Abstentions: 0

**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.**

#### **PE119    STAFFING MATTERS**

Grounds Apprentice

Following on from the lack of interest in the grounds apprentice role, officers recommended that the appointment to this role be delayed in order to divert funds to support the resolution of the outstanding staffing issue.

Members agreed that the outstanding staff issue should take precedence, and the Grounds Apprentice role was to be revisited at a future date.

**Resolved:**    **To not appoint to the role grounds apprentice until the conclusion of the outstanding staffing issue.**

#### **PE120    CAPACITY REVIEW**

Members were informed that the consultant who undertook a staff capacity review, as agreed at the Personnel Sub-Committee meeting (PE85) held on the 15<sup>th</sup> April 2019, had provided the Town Clerk with a report of his findings. Members received a report on the findings.

Members discussed at length the report on staff capacity. They were in agreement that there were capacity issues within the office team. Members were supportive of the proposed next steps however concerns were raised that as the Town Council had not yet confirmed their Vision, some points were perhaps a little premature. Therefore, they agreed to support some aspects of the list of proposed next steps

**Resolved:**

- 1. To acknowledge that there were capacity issues within the office staff team;**
- 2. To progress work to address these issues by agreeing in principle to items 1 & 2, to defer item 3 and to support items 4, 5 & 6.**
- 3. To recommend to Corporate Services that the cost, in order to progress item 5, be taken from budget heading 4059/191 Other Professional Fees**

**The Chairman declared the meeting closed at 7.15pm**

**Dated this 13<sup>th</sup> January day of 2020**

**Chairman**