

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
13th January 2020 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

PE121 APOLOGIES AND SUBSTITUTIONS

None.

PE122 QUESTIONS FROM THE PUBLIC

None.

PE123 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE124 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 14th October 2019 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 14th October 2019 be approved as a correct record and signed accordingly.

PE125 REVIEW OF STAFF SICKNESS

Members received a rolling twelve-month record of sickness absence for all members of staff for the period of October – December 2019.

Resolved: To note the information.

PE126 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual Leave

Members were advised that the Town Clerk had provided additional holiday dates since the agenda had been sent to members. This left 2.5 days annual leave outstanding which would be taken on an ad-hoc basis.

Overtime Working

For the period from the 1st October to the 31st December the Town Clerk had attended 11 council meetings / members briefing sessions and 4 council events.

Sickness

There were no absences of sickness.

Resolved: To note the information.

PE127 FREEDOM OF INFORMATION REQUESTS

Members were advised there had been no Freedom of Information requests received for the period of October to December 2019.

Resolved: To note the information.

PE128 EXCLUSION OF PRESS AND PUBLIC

- Staffing matters
- Staff capacity issues

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: Cllr Copleston

Votes in favour: 4

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.

PE129 STAFFING MATTERS

Members received a verbal update on staffing matters. It was agreed that further discussion would take place at an extraordinary Corporate Services meeting.

Overtime working would be discussed at the next Corporate Services meeting on 2nd March 2020.

PE130 STAFF CAPACITY REVIEW

Members received a report detailing a staffing solution in relation to the staff capacity review.

Resolved: To support officer recommendations as contained in the report.

The Chairman declared the meeting closed at 6.48pm

Dated this 13th day of July 2020

Chairman