

HOUGHTON REGIS TOWN COUNCIL

Personnel Sub-Committee 12th October 2020 at 6.00pm.

Present:	Councillors:	K Wattingham D Abbott D Jones	Chairman
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	0	
Apologies:	Councillor:	C Copleston	
Also present:	Councillor:	T McMahon	Part meeting

PE145 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Councillor Copleston.

PE146 QUESTIONS FROM THE PUBLIC

None.

PE147 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE148 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 13th July 2020 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 13th July 2020 be approved as a correct record and signed accordingly.

PE149 STAFF SICKNESS

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

This report was provided for information only.

PE150 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual Leave

From July to September the Clerk has had 11.5 day's leave.

The following leave requests were made:

9 days in October

3 days in December

Overtime Working

For the period from the 1st July to the 30th September the Town Clerk had attended 5 council meetings / members briefing sessions (virtual).

For the period from the 1st April to the 30th June the Town Clerk attended 3 council meetings / members briefing sessions (virtual).

Sickness

There were no absences of sickness.

Resolved: To approve the Town Clerks annual leave request

PE151 FREEDOM OF INFORMATION REQUESTS

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

Resolved: To note the information.

PE152 EXCLUSION OF PRESS AND PUBLIC

- Staffing Arrangements

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: Cllr Abbott

Votes for: All in favour.

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.

The meeting was adjourned to allow members to continue in private session. Private session resumed at 6.17pm.

PE153 STAFFING ARRANGEMENTS

Grounds team

Members were advised that although a new member of the grounds team started their employment with the Town Council on the 27th July 2020, the grounds team remained 1 team member short. It was planned to fill this post from April 2021.

Finance/Cemetery administration

Members were advised that the arrangement with DCK Beavers for support of financial matters remained in place. However, the Town Clerk continued to deal with day to day matters in addition to burial administration.

The Corporate Services Manager also continued to undertake the work associated with memorial administration.

Members raised concerns over the additional work pressure placed upon the Town Clerk during this time.

Youth workers

As members were aware the council would be delivering the Pop-Up Café in-house. To support this provision approval was given to have job evaluations for the roles of Lead Youth Worker and Youth Support Worker. Members were informed that these evaluations had now been completed.

With Covid cases currently rising and the arising continued uncertainty, the council was working towards a relaunch of the café in February 2021. With this aim it was anticipated that the recruitment process would start October / November with a start date of mid Jan so that some outreach work can take place late January / early February. However, members were advised that the Clerk would continue to monitor government guidance on restrictions and consider the most appropriate approach to the timings of the appointment to these posts.

Reception hours

Members were aware that the Town Council reception had been open on reduced hours. As of the 21st September 2020, these hours were increased on the three days (Monday, Wednesday, Friday). Revised hours were 10am to 4pm.

Staff arrangements would be for two members of staff, only, to be in on each day on a rota system. The remaining working time would be undertaken from home.

Staff remain available, via phone and email, to members, residents and their work colleagues as usual.

Members were advised that due to the current rise in Covid case, it was unlikely that there would be a change to this arrangement.

Resolved: To note the information.

The Chairman declared the meeting closed at 6.37pm

Dated this 11th day of January 2021.

Chairman