

**HOUGHTON REGIS TOWN COUNCIL**

**Personnel Sub-Committee  
11<sup>th</sup> January 2021 at 6.00pm.**

Present: Councillors: K Wattingham Chairman  
D Abbott  
D Jones

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

Public: 0

Apologies: Councillor: C Copleston

**PE154 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Copleston.

**PE155 QUESTIONS FROM THE PUBLIC**

None.

**PE156 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE157 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 12<sup>th</sup> October 2020 for consideration.

**Resolved: To approve the Minutes of the meeting held on the 12<sup>th</sup> October 2020 and for these to be signed by the Chairman.**

**PE158 ANNUAL LEAVE**

Members were advised that the National Joint Council for Local Government Services (NJC) agreed new pay scales for 2020-21 to be implemented from 1 April 2020.

The NJC Agreement also increased minimum leave entitlement from 21 to 22 days also backdated to April 2020.

The one-day increase applies to:

- Employees with less than five years' service.

Employees on alternative working patterns, such as a three-day working pattern, receive a pro-rata increase.

Minimum leave entitlement remains at 25 days for employees with five years' or more service.

For information the Town Councils Leave Entitlement Policy had been revised to reflect this change. This amended policy would be presented to the Corporate Services Committee at the meeting scheduled to be held on the 1<sup>st</sup> March 2021.

Members requested that the under section 3.1 Annual Leave (paragraph 4 at the top of page 5) be amended as follows:

"This additional leave is accrued on a pro rata basis at the rate of 1/12th for each whole month up until the following 1st April when the full 3 additional days will be granted."

#### **PE159 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

##### Annual Leave

From October to December the Clerk has had 7 day's leave.

The following leave requests are made:

3 days in February

5 days in March

##### Overtime Working

For the period from the 1st October to the 31<sup>st</sup> December 2020 the Town Clerk has attended 7 council meetings / members briefing sessions (virtual) / events.

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

##### Sickness

There were no absences of sickness.

Members acknowledged there was no recommendation on the agenda however, noted and agreed to the Town Clerk's annual leave request

#### **PE160 STAFF SICKNESS**

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

**Resolved: To note the information.**

#### **PE161 FREEDOM OF INFORMATION REQUESTS**

For the period October to December 2020 no Freedom of Information requests had been received.

**Resolved: To note the information.**

#### **PE162 TOWN RANGER**

Members were informed that the post of Town Ranger had been evaluated as agreed at the Town Council meeting held on 14th December 2020 (minute number 11453). Copy of resolutions below:

1. To approve the Job Description and Person Specification for Town Ranger;
2. For the position to be subject to job evaluation and for the salary scale to be approved by Personnel Committee;
3. To seek to fill the position from 1st April 2021 subject to the CBC providing the supporting capital funding.

Members were advised that the post of Town Ranger had been evaluated. It was recommended by the consultants that the spinal points relating to this position be set at 8 – 11, (£20,493 - £21,748).

**Resolved: To approve spinal point range 8 - 11 for the position of Town Ranger.**

#### **PE163 EXCLUSION OF PRESS AND PUBLIC**

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.**

#### **PE164 UPDATE ON STAFFING ARRANGEMENTS**

Members received a report in regard to staffing arrangements.

**The Chairman declared the meeting closed at 6.47pm**

**Dated this 13<sup>th</sup> day of April 2021**

**Chairman**