

**HOUGHTON REGIS TOWN COUNCIL**

**Personnel Sub-Committee**

**13<sup>th</sup> April 2021 at 6.00pm.**

Present: Councillors: K Wattingham Chairman  
C Copleston  
D Jones  
Officers: Debbie Marsh Corporate Services Manager  
Public: 0

**PE165 APOLOGIES AND SUBSTITUTIONS**

None.

**PE166 QUESTIONS FROM THE PUBLIC**

None.

**PE167 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE168 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 11<sup>th</sup> January 2021 for consideration.

**Resolved: To approve the Minutes of the meeting held on the 11<sup>th</sup> January 2021 and for these to be signed by the Chairman.**

**PE169 FREEDOM OF INFORMATION REQUESTS**

Members were informed that for the period January to March no Freedom of Information requests were received.

**PE170 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

Annual leave

From January to March the Clerk has had 7.5 day's leave.

The following leave requests are made:

The following leave is requested:

- 2 days in April (1-day leave, one day flexi)
- 4 days in May (3 days leave, one day flexi)

Overtime Working

Overtime

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The Clerk has attended 6 meetings or events outside of the normal working day within the period January to March (compared with 7 meetings in the previous quarter).

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

**PE171 STAFF SICKNESS**

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

**Resolved: To note the information.**

**PE172 EXCLUSION OF PRESS AND PUBLIC**

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones Seconded by: Cllr Copleston

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.**

**PE173 STAFF SICKNESS**

Members received a report in regard to staff sickness.

**PE174 STAFFING MATTERS**

Members received a verbal update in regard to staffing matters.

**The Chairman declared the meeting closed at 6.18pm**

**Dated this 12<sup>th</sup> day of July 2021**

**Chairman**