

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
11th October 2021 at 7.00pm**

Present: Councillors: K Wattingham Chairman
J Carroll
D Jones

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

Public: 0

Apologies: Councillor: M Kennedy

PE189 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Kennedy.

PE190 QUESTIONS FROM THE PUBLIC

None.

PE191 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE192 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 12th July 2021 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 12th July 2021 be approved as a correct record and signed accordingly.

PE193 FREEDOM OF INFORMATION REQUESTS

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

PE194 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave
From July to September the Clerk had 14 day's leave.

The following leave was requested:

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- 2 days in October (plus 1 day flexi)
 - 5 days in December

Overtime

The Clerk had attended 7 meetings or events outside of the normal working day within the period July to September (compared with 7 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request

PE195 EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters

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.

PE196 STAFF SICKNESS

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

Members remained hopeful that the staff sickness absence would be reduced in the coming quarter.

Resolved: To note the information.

PE197 STAFFING MATTERS

Members received a verbal update on various staffing matters.

The Chairman declared the meeting closed at 6.24pm

Dated this 17th day of January 2021

Chairman