

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
17th January 2022 at 6.00pm**

Present: Councillors: K Wattingham Chairman
J Carroll
D Jones

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

Public: 0

Absent: Councillor: M Kennedy

PE198 APOLOGIES AND SUBSTITUTIONS

None.

Due to the need to ensure this sub-committee is quorate, members requested that Cllr Kennedy's ongoing absence at Personnel Sub-committee be queried.

PE199 QUESTIONS FROM THE PUBLIC

None.

PE200 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE201 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 11th October 2021 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 11th October 2021 be approved as a correct record and signed accordingly.

PE202 FREEDOM OF INFORMATION REQUESTS

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

Resolved: To note the information.

PE203 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From October to December the Clerk had 10 day's leave.

The following leave requests were made:

The following leave was requested:

- 17th to 21st February 2022 – 2.5 days
- A further 1 days annual leave would be taken ad hoc.

As per the Council's Leave Policy, 5 annual leave days would be carried forward by the Clerk to 2022/23.

Overtime

The Clerk had attended 9 meetings or events outside of the normal working day within the period October to December (compared with 7 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE204 EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: Cllr Carroll

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.

PE205 STAFF SICKNESS

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

Resolved: To note the information.

PE206 STAFF MATTERS

Members received a verbal update on various staffing matters.

Resolved: To note the information.

The Chairman declared the meeting closed at 6.23pm

Dated this 19th day of April 2022

Chairman