

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
19th April 2022 at 6.00pm**

Present: Councillors: K Wattingham Chairman
J Carroll
D Jones
M Kennedy

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

Public: 0

PE207 APOLOGIES AND SUBSTITUTIONS

None.

PE208 QUESTIONS FROM THE PUBLIC

None.

PE209 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE210 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 17th January 2022 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 17th January 2022 be approved as a correct record and signed accordingly.

PE211 FREEDOM OF INFORMATION REQUESTS

Members were advised for the period January to March no Freedom of Information requests had been received.

PE212 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From January to March the Clerk has had 3 day's leave.

The following leave requests were made:

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- 13th – 14th April (requested by email dated 21st March)
 - 21st April (requested by email dated 21st March)
 - 20th-21st June

Overtime

Members were advised the Clerk had attended 10 meetings or events outside of the normal working day within the period January to March (compared with 9 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE213 2021/22 NATIONAL PAY AWARD

Members were informed that the 1.75% pay increase (as agreed by the National Joint Council for local government services) was paid to staff in their March salary, backdated to April 2021, as per staff contracts of employment.

Members discussed the budget implications of the 2021 pay award and allowances for future pay awards. Members queried how the pay increase would affect employees who had left the employment of the council during the 2021 – 2022 financial year. The Corporate Services Manager would make enquires and advise members accordingly.

PE214 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.

PE215 STAFF SICKNESS

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

Resolved: To note the information.

PE216 STAFFING MATTERS

Members were advised that a recruitment process was underway to fill two vacant positions within the grounds team.

Members were advised that interviews had now taken place and it was hoped that offers of employment would be issued shortly which if accepted, would bring the number of ground staff up to its full compliment.

The Chairman declared the meeting closed at 6.32pm

Dated this 11th day of July 2022

Chairman S. A. Goodchild

