

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
9th November 2022 at 5.30pm**

Present: Councillors: J Carroll Chairman
S Goodchild
D Jones

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

Public: 0

Absent: Councillor: C Copleston

Also present: Councillors: Y Farrell
T McMahon

PE233 APOLOGIES AND SUBSTITUTIONS

None.

PE234 QUESTIONS FROM THE PUBLIC

None.

PE235 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE236 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 11th July 2022 for consideration.

Resolved: To approve the Minutes of the meeting held on 11th July 2022 and for these to be signed by the Chairman.

PE237 FREEDOM OF INFORMATION REQUESTS

For the period July to October one Freedom of Information request had been received.

Members requested details of the information being requested. Members were informed that the sub-committee would only be provided with information that confirmed the Town Council had complied with its Freedom of Information policy but not necessarily the content.

Resolved: To note the information.

PE238 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From July to September the Clerk has had 17 day's leave.

The following leave request was made retrospectively.

- 28th October 2022

The following leave request was made:

3 days between Christmas and New Year

Overtime

The Clerk attended 11 meetings or events outside of the normal working day within the period July to September (compared with 9 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE239 APPOINTMENT OF APPOINTED PERSON

As part of the Committees Functions one member of the Sub-Committee was to be appointed to act as contact for the clerk for day to day matters, to provide support, handle leave requests, absence from work and to feed matters to Committee where any decisions/action was needed and to undertake the Clerks appraisal. Often this position had been taken by the Chair of the Sub-Committee but this was not a requirement.

Members were reminded that this item was deferred at the previous meeting.

Members discussed this appointment and resolved to defer this item until the next meeting where it was hoped that a full compliment of members would be in attendance.

Resolved: To defer the appointment of one member of the Sub-Committee as an Appointed Person to the next meeting.

PE240 2022 – 2023 NATIONAL SALARY AWARD

Members were informed that the National Joint Council (NJC) reached an agreement on rates of pay applicable from the 1st April 2022. This agreement was confirmed on the 2nd November 2022.

The agreement for an increase of £1,925 from the 1 April 2022 on all NJC pay points 1 and above.

In addition, the National Joint Council (NJC) agreed that from 1 April 2023, all employees covered by this National Agreement, regardless of their current leave

entitlement or length of service, would receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement.

Also, with effect from 1 April 2023, there was the deletion of pay point 1 from the NJC pay spine.

Members received, briefing E02-22 from NALC, which also contained an annex detailing the new pay scales that retrospectively applied from the 1st April 2022.

Members were advised that this pay award, covering salary and any overtime worked, since the 1st April 2022, would be paid to employees in their November salary.

Members received this report for information.

PE241 EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters
- Staff Payments

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: Cllr Carroll

Carried, accordingly councillors in attendance who were not member of the sub-committee left the meeting.

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.**

PE242 STAFF SICKNESS

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

Resolved: **To note the information**

PE243 STAFFING MATTERS

Members received a verbal update on three staffing matters.

The Chair proposed that due to time constraints and the lateness of the receipt of an officers report the meeting should be adjourned until Thursday 17th November 2022 at 5.30pm to consider one particular item. Although the information had been received ahead of the meeting, it was felt there had not been enough time to fully process and comprehend its contents.

The Chair reminded those present that the reconvened meeting would continue in private session and that the report remained confidential.

Resolved: To defer the consideration of the appointment of an office apprentice until after April 2023.

PE244 STAFF PAYMENTS

Members were advised of the Councils statutory requirements as an employer under Financial Regulation 7.1

Members received a list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates.

Resolved: To receive the list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates and to recommend to Corporate Services that these be noted and signed by the Chair.

The Chairman declared the meeting adjourned at 6.20pm