

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
16th January 2023 at 6.30pm**

Present: Councillors: S Goodchild Chairman
J Carroll
D Jones
C Slough Substitute

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 0

Also present: Councillor: Y Farrell

Apologies: Councillor: C Copleston

PE248 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Copleston (Cllr C Slough substituted).

PE249 QUESTIONS FROM THE PUBLIC

None.

PE250 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE251 MINUTES

To approve the minutes of the Personnel Sub-Committee meetings held on 8th and 17th November 2022 for consideration.

Resolved: To approve the Minutes of the meetings held on 8th and 17th November 2022 and for these to be signed by the Chairman.

PE252 FREEDOM OF INFORMATION REQUESTS

For the period October to December, inclusive, no Freedom of Information requests have been received.

Resolved: To note the information.

PE253 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From October to December the Clerk has had 4 day's leave.

The following leave requests are made:

The following leave is requested:

- 15th February to 20th February 2023 (4 days)

The Clerk has an additional 0.5 days to take prior to end of March 2023, giving a total of 5 days annual leave to be carried forward to 2023/24.

Overtime

The Clerk has attended 13 meetings or events outside of the normal working day within the period October to December (compared with 11 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE254 APPOINTMENT OF APPOINTED PERSON

As part of the Committees Functions one member of the Sub-Committee is 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 is needed and to undertake the Clerks appraisal. Often this position has been taken by the Chair of the Sub Committee but this is not a requirement.

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

Nominee: Cllr Jones Nominated by: Cllr Goodchild
Seconded by: Cllr C Slough

No other nominations were received.

A recorded vote was requested.

Members in favour: Cllr C Slough and Cllr Goodchild

Members against: 0

Abstentions: Cllr Carroll and Cllr Jones

Accordingly, Cllr Jones was appointed as the Clerks appointed person.

Resolved: To appoint Cllr Jones of the Sub-Committee as an Appointed Person.

PE255 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

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.

PE256 STAFF SICKNESS

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

It was requested that regional or national figures are sourced for comparison.

Resolved: To note the information.

The Chairman declared the meeting closed at 7.02pm

Dated this 24th day of April 2023

Chairman S.A. Gadheda

