

**HOUGHTON REGIS TOWN COUNCIL**

**Personnel Sub-Committee  
Minutes of the meeting held on  
24<sup>th</sup> April 2023 at 6.00pm**

Present: Councillors: S Goodchild Chairman  
J Carroll  
D Jones

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

Public: 0

Apologies: Councillor: C Copleston

**PE257 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Copleston.

**PE258 QUESTIONS FROM THE PUBLIC**

None.

**PE259 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE260 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 16<sup>th</sup> January 2023 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 16<sup>th</sup> January 2023 be approved as a correct record and signed accordingly.**

**PE261 FREEDOM OF INFORMATION REQUESTS**

For the period January to March, inclusive, 0 Freedom of Information request were received.

**Resolved: To note the information.**

**PE262 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

Annual leave



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From January to March, inclusive, the Clerk has had 5 day's leave.

The following leave is requested:

- 0.5 days leave 26<sup>th</sup> April
  - 5 days leave 3<sup>rd</sup>-7<sup>th</sup> July
  - 5 days leave 31<sup>st</sup> July – 4<sup>th</sup> August
- 10 days leave 23<sup>rd</sup> August – 5<sup>th</sup> September

#### Overtime

The Clerk has attended 12 meetings or events outside of the normal working day within the period January to March, inclusive, (compared with 13 meetings in the previous quarter).

**Resolved:** To approve the Town Clerks annual leave request.

#### **PE263 UK STAFF SICKNESS ABSENCE FIGURES**

At the last Personnel Sub-Committee meeting held 16<sup>th</sup> January 2023, minute number PE256, it was requested that national sickness figures be obtained to compare the council's sickness levels with national statistics. These figures were obtained from the Office for National Statistics and provided year on year figures from 1995.

*Members received this report for information.*

#### **PE264 EXCLUSION OF PRESS AND PUBLIC**

- Staff sickness
- Staffing matters
- Staff payments

**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.

#### **PE265 STAFF SICKNESS**

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

**Resolved:** To note the information.

#### **PE266 STAFFING MATTER**

Members received a verbal update on an ongoing staffing matter.

**Resolved:** To note the information.

#### **PE267 STAFF PAYMENTS**

*DJJ*

Members received an appendix containing the Salary Point number, for the year 2023/24, 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 closed at 6.21pm

Dated this 10<sup>th</sup> day of July 2023

D. J. Jones.

Chairman

