

HOUGHTON REGIS TOWN COUNCIL

Personnel Sub-Committee Minutes of the meeting held on 10th July 2023 at 6.00 pm

Present: Councillors: D Jones Chairman
E Costello
W Henderson
M Herber
T McMahan

Officers: Louise Senior Head of Democratic Services

Public: 0

PE268 ELECTION OF CHAIR

Members were invited to elect a Chair for Personnel Sub-Committee for 2023/24.

Nominee: Cllr Jones Proposed by: Cllr Costello
Seconded by: Cllr McMahan

No other nominations were received, accordingly Cllr Jones was elected as Chair of the Personnel Sub-Committee for the municipal year of 2023 – 2024.

PE269 APOLOGIES AND SUBSTITUTIONS

None.

PE270 QUESTIONS FROM THE PUBLIC

None.

PE271 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice Chair for Personnel Sub-Committee for 2023/24.

Nominee: Cllr Costello Proposed by: Cllr Henderson
Seconded by: Cllr Jones

No other nominations were received, accordingly Cllr Costello was elected as Vice-Chair of Personnel Sub-Committee for the municipal year of 2023 – 2024.

PE272 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE273 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 24th April 2023 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 24th April 2023 be approved as a correct record and signed accordingly.

PE274 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4.j.iv Council was required to review its delegation arrangements to committees and sub committees.

Members received the extract from the approved Committee Functions & Terms of Reference which related to this sub-committee.

Members received this report for information.

PE275 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.

Cllr Jones offered to continue to act as the Clerks appointed person.

Resolved: To appoint Cllr Jones of the Sub-Committee as the Clerk's Appointed Person.

PE276 FREEDOM OF INFORMATION REQUESTS

For the period April to June no Freedom of Information requests had been received.

Members received this report for information.

PE277 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From April to June the Clerk has taken 0.5 day's leave.

The following leave requests were made:

The following leave was requested and approved at the meeting held on 24th April 2023:

- 3rd – 7th July 2023 -- to be adjusted to 3rd – 6th July 2023 (flexi leave on 7th July)
- 31st July – 4th August 2023 – to be adjusted to 31st July – 3rd August 2023 (flexi leave on 4th August)
- 23rd August – 5th September 2023 – to be adjusted to 23rd August – 4th September 2023 (flexi leave on 5th September)

QJJ.

Overtime

The Clerk attended 8 meetings or events outside of the normal working day within the period April to June (compared with 12 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request as adjusted.

PE278 UPDATE ON NEW MEMBERS OF STAFF

Members were advised that the following new members of staff had been appointed:
Head of Environmental & Community Services – Ian Haynes, start date 12th June 2023
Finance Officer – Andrew Gaudion, start date 16th August 2023
Cemetery & Allotments Officer – Hayley Bourke, start date 3rd July 2023
Administration Officer – Amanda Samuels (job title change from Democratic Services Officer), start date 17th July 2023
Lead Youth Worker – Charley Ashley, start date TBC
Youth Support Workers – verbal update

Members were advised that although some applications had been received for the Youth Worker role, they were unable to be shortlisted, accordingly, the role had been re-advertised and was due to be closed on 19th July 2023, shortlisting would take place after this date.

PE279 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.

PE280 STAFF SICKNESS

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

The data was presented in days, however, members requested that this be presented in hours as a clearer overview due to the increase in part-time employees.

Resolved: To note the information.

PE281 STAFFING MATTER

Members were updated on an ongoing staffing matter.

Resolved: To note the information.

PE282 ACTION ARISING FROM INTERNAL AUDITORS REPORT

Members were advised on a necessary action which had arisen from the Internal Auditor's report. This anomaly would be rectified at the end of July.

The Chairman declared the meeting closed at 6.53pm

Dated this 9th day of October 2023

D. J. Jones.

Chairman