

**HOUGHTON REGIS TOWN COUNCIL**

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

Present: Councillors: D Jones Chairman  
E Costello  
M Herber  
T McMahan  
C Slough Substitution

Officers: Louise Senior Head of Democratic Services  
Amanda Samuels Administrative Officer

Public: 0

Apologies: Councillor: W Henderson

Also present: Councillor: J Carroll

**PE283 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Henderson (Councillor C Slough substituted)

**PE284 QUESTIONS FROM THE PUBLIC**

None.

**PE285 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE286 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 10<sup>th</sup> July 2023 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 10<sup>th</sup> July 2023 be approved as a correct record and signed accordingly.**

**PE287 FREEDOM OF INFORMATION REQUESTS**

For the period July to September 0 Freedom of Information requests had been received.

**Resolved: To note the information.**

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**PE288 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

Members were advised that the Clerk has had 14 day's annual leave and 2 days flexi leave.

The following leave was requested:

- 23rd October 2023
- 27th, 28th & 29th December 2023
- 3 further ad-hoc days, dates to be confirmed.

**Overtime**

The Clerk attended 3 meetings or events outside of the normal working day within the period July to September (compared with 8 meetings in the previous quarter).

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

**PE289 BIKE 2 WORK SCHEME**

Members were advised that the council had signed up to the national Bike 2 Work Scheme. This scheme enabled employees to purchase a new bike and bike accessories from participating stores. The benefit to the employee was that the cost of this purchase was taken from their gross salary, thus in effect they saved money by not having to pay tax on the purchase. The employer also benefitted by not paying NI on this element of the employee's salary.

This report was provided for information purposes.

Members raised concerns over where staff members bicycles would be stored on site. It was suggested that the provision of outside secure facilities be looked into.

**Resolved: To note the information.**

**PE290 EXCLUSION OF PRESS AND PUBLIC**

- Staff sickness
- Staffing matters
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**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.**

**PE291 STAFF SICKNESS**

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

*DJT*

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Members requested that further reports include a sum of a full-time working week and requested information of how many hours comprised a full week for staff. This would aid Members understanding of the figures.

Confirmation of the number of office staff was also requested and would be checked.

Members were advised that patterns of sickness were monitored for any anomalies and the sickness management policy followed.

**PE292 STAFFING MATTERS**

Members were advised that there were still ongoing issues with staff illness within the grounds team and that a temporary grounds person had been employed.

Members were advised that two youth workers had also been recruited.

**The Chairman declared the meeting closed at 6.17pm**

**Dated this 15<sup>th</sup> day of January 2024**

**Chairman**

D. J. Jones.

