

WCM

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
7th May 2024 at 6.00pm**

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

Officers: Louise Senior Head of Democratic Services
Amanda Samuels Administration Assistant

Public: 0

Absent: Councillor: E Costello

PE306 APOLOGIES AND SUBSTITUTIONS

None.

PE307 QUESTIONS FROM THE PUBLIC

None.

PE308 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE309 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 15th January 2024 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 15th January 2024 be approved as a correct record and signed accordingly.

PE310 FREEDOM OF INFORMATION REQUESTS

No Freedom of Information requests had been received for the period January – March 2014. 2024 WCM

Resolved: To note the information.

PE311 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From January to March 2024 the Clerk had 6 days' leave and 3 days' flexi leave.

The following leave had been requested:

- 28th May 2024 – 30th May
- 28th October 2024 – 1st November 2024

Additional leave was requested as follows:

- 29th July – 9th August

Overtime

The Clerk had attended 5 meetings or events outside of the normal working day within the period January – March 2024 (compared with 2 meetings in the previous quarter)

Resolved: To approve the Town Clerk's annual leave request.

PE312 NALC MODEL CONTRACT

Members were presented with the NALC model contract. The contract had been reviewed by HRTC's Human Resources advisor and amended to include a sentence relating to sickness being calculated on a rolling 12-month period. It was felt this addition clarified the means of calculating sickness. The amended contract would be implemented for all new staff members moving forward.

Resolved: To note the information.

PE 313 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Henderson Seconded by: Cllr McMahon

Carried.

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.

PE314 STAFF SICKNESS


Members were provided with a rolling twelve-month record of sickness absence for all members of staff.

Resolved: To note the information.

The Chairman declared the meeting closed at 6.10pm

Dated this 8th day of July 2024

Chairman

 WILLIAM HENDERSON