

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
8th July 2024 at 7.00pm**

Present: Councillors: W Henderson Chairman
M Herber
Y Farrell Substitution
D Jones
T McMahon

Officers: Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: E Costello

PE315 ELECTION OF CHAIR

Members were invited to elect a Chair for Personnel Sub-Committee for 2024/25.

Nomination:	Cllr Henderson	Nominated by:	Cllr Jones
		Seconded by:	Cllr Farrell
Nomination:	Cllr McMahon	Nominated by:	Cllr Herber
		Seconded by:	Cllr McMahon

A recorded vote was requested.

Members in favour of Cllr Henderson: Cllrs: Henderson, Farrell and Jones.
Members in favour of Cllr McMahon: Cllrs: Herber and Cllr McMahon.

On being put to the vote, Councillor Henderson was duly appointed as Chair of Personnel Sub-Committee for the municipal year of 2024/2025.

PE316 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Costello (Cllr Farrell substituted).

PE317 QUESTIONS FROM THE PUBLIC

None.

PE318 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice-Chair for Personnel Sub-Committee for 2024/25.

Nomination:	Cllr Jones	Nominated by:	Cllr Farrell
		Seconded by:	Cllr Henderson

Nomination: Cllr McMahan Nominated by: Cllr Herber
Seconded by: Cllr McMahan

A recorded vote was requested.

Members in favour of Cllr Jones: Cllrs Farrell, Henderson and Jones.
Members in favour of Cllr McMahan: Cllrs Herber and McMahan.

On being put to the vote, Councillor Jones was duly appointed as Vice-Chair of Personnel Sub-Committee for the municipal year of 2024/2025.

PE319 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE320 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 7th May 2024 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 7th May 2024 be approved as a correct record and signed accordingly.

PE321 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.

PE322 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 decision/action is needed and to undertake the Clerk's appraisal. Often this position has been taken by the Chair of the Sub-Committee, but this is not a requirement.

Nomination: Cllr Jones Nominated by: Cllr Farrell
Seconded by: Cllr Henderson

Nomination: Cllr McMahan Nominated by: Cllr Herber
Seconded by: Cllr McMahan

A recorded vote was requested.

Members in favour of Cllr Jones: Cllrs Farrell, Henderson and Jones.
Members in favour of Cllr McMahon: Cllrs Herber and McMahon.

On being put to the vote, Councillor Jones was duly appointed as the Clerks Appointed Person for the municipal year of 2024/2025.

Resolved: To appoint Cllr Jones as the Clerk's Appointed Person.

PE323 FREEDOM OF INFORMATION REQUESTS

For the period of April to June 1 Freedom of Information request had been received. It was confirmed that this request had been responded to within the statutory timeframe.

Members requested that it be looked into whether the subject matter of any freedom of information requests could be included on the agenda to determine whether there was a pattern which could be considered vexatious. It was suggested that this could be placed on the agenda after the exclusion of the press and public.

It was confirmed that this would be investigated and feedback to members at the next meeting.

Resolved: To note the information.

PE324 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From April to June the Clerk has had 12 days' leave and 3 days' Flexi-leave. There were no outstanding leave requests.

Overtime

The Clerk has attended 3 meetings or events outside of the normal working day within the period April to June (compared with 5 meetings in the previous quarter).

Resolved: To note the information.

PE325 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: M Herber
All in favour

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.

PE326 STAFF SICKNESS

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

Members were advised that these figures go to the date of 24th June 2024.

Members discussed the value of keeping this item on the agenda, it was agreed that it provided valuable information and could flag up details of a pattern of illness.

Resolved: To note the information.

The Chairman declared the meeting closed at 7.18 pm

Dated this 25th day of November 2024

Chairman