

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
25th November 2024 at 7pm**

Present: Councillors: W Henderson Chairman
E Cooper (Substitution)
M Herber
D Jones
T McMahon

Officers: Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: E Costello

PE327 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Costello, Cllr Cooper substituted.

PE328 QUESTIONS FROM THE PUBLIC

None.

PE329 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE330 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 8th July 2024 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 8th July 2024 be approved as a correct record and signed accordingly.

PE331 FREEDOM OF INFORMATION REQUESTS

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

Members were advised that the request was made by another council regarding SCPs for senior staff members.

Resolved: To note the information.

WCH

PE332 TOWN CLERK’S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From July to September the Clerk had 13 day’s leave and 3 Flexi days leave.

The following leave was requested:

- 27th – 31st December 2024
- 20th – 21st February 2025

Overtime

The Clerk had attended 6 meetings or events outside of the normal working day within the period July to September (compared with 5 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave requests.

PE333 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones Seconded by: Cllr Herber

Members in favour: 5

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.

PE334 STAFF SICKNESS

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

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

Resolved: To note the information

WGA

PE335 FLEXIBLE RETIREMENT REQUEST

Members were advised that the council had received a flexible retirement request for an eligible member of staff.

Resolved: To note the information

PE336 STAFF SALARIES

WGA

Members received the list of spinal point range, spinal point number, the salary equivalent (as per April 2024), for all staff, along with overtime rates, additional payments, 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 on 3rd March 2025 that these be noted and signed by the Chair.

The Chairman declared the meeting closed at 7.16pm

Dated this 3rd day of February 2025

Chairman

A handwritten signature in black ink, appearing to be 'JAB', written over a horizontal line.