

HOUGHTON REGIS TOWN COUNCIL

Personnel Sub-Committee Minutes of the meeting held on 3rd February 2025 at 7.00pm

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

Officers: Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: 0

Absent: Councillor: E Costello

PE337 APOLOGIES AND SUBSTITUTIONS

None

PE338 QUESTIONS FROM THE PUBLIC

None.

PE339 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE340 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 25th November 2024 for consideration.

It was requested that the last sentence regarding the dates of staff sickness figures be removed from Minute PE334. Members were happy to approve the Minutes with this amendment.

Resolved: That the amended minutes of the Personnel Sub-Committee meeting held on 25th November 2024 be approved as a correct record and signed accordingly.

PE341 FREEDOM OF INFORMATION REQUESTS

For the period September – November 2024, one Freedom of Information request had been received regarding solar panel installations at Tithe Farm Pavilion. It was confirmed that this request had been responded to within the statutory timeframe.

Resolved: To note the information.

PE342 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From October to December 2024 the Clerk has had 5 day's annual leave and 1 day flexi leave.

Annual leave for 20th-21st February was approved at the meeting held on 25th November 2024. To extend this into a full week off, additional Time Off in Lieu (TOIL) hours have been requested as below:

17th – 19th February - requested TOIL

Overtime

The Clerk attended 6 meetings or events outside of the normal working day within the period October to December 2024 (compared with 6 meetings in the previous quarter).

Resolved: To approve the requested TOIL dates.

PE343 RECRUITMENT

Members were advised, due to the successful appointment to the post of Finance Support Officer, the recruitment process is underway for:

- Support Officer (Events)
- Support Officer (Leadership)
- Cemetery & Allotment Officer

Members were advised that, subject to good quality applications, interviews would be held during the early part of March with a view to an April 2025 start.

Resolved: To note the information.

PE344 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Herber Seconded by: Cllr Jones

Votes for: 4

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.

PE345 STAFF SICKNESS

Members will find attached a rolling twelve-month record of sickness absence for all members of staff.

Members received this report for information.

PE346 STAFFING MATTERS

Members were advised that the Community Services Team was currently experiencing significant staffing shortages. This shortfall is due to multiple unexpected absences, maternity leave, and unfilled posts.

Members received this report for information.

PE347 PAYSCALES 2025/2026

Members received the spinal point range for 2025 - 2026, the spinal point number and the salary equivalent for all staff, along with overtime rates, additional payments, and employee pension contribution rates.

Resolved: To receive the list of NJC SCP's for all staff members for 2025-2026 along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates and recommend to Corporate Services on 3rd March 2025 that these be noted and signed by the Chair.

The Chairman declared the meeting closed at 7:33pm

Dated this 19th day of May 2025

Chairman