

HOUGHTON REGIS TOWN COUNCIL

Staffing Committee

**Minutes of the meeting held on
2nd February 2026 at 7pm**

Present: Councillors: D Jones Chairman
E Cooper
M Herber
T McMahon
A Slough
D Taylor

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

Public: 0

Apologies: Councillor: W Henderson

13512 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Costello (Cllr Cooper substituted) and Cllr Henderson.

13513 QUESTIONS FROM THE PUBLIC

None.

13514 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13515 MINUTES

The Committee received the minutes of the Staffing Committee meeting held on 24th November 2025 for consideration.

Resolved: That the minutes of the Staffing Committee meeting held on 24th November 2025 be approved as a correct record and signed accordingly.

13516 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From October 2025 – December 2025 the Town Clerk has taken 6 days annual leave and 3 days flexi Leave.

The following leave is requested:

- 19th – 24th February 2026

Overtime

During the period October 2025 – December 2025 the Town Clerk has attended 4 meetings or events outside of the normal working day within the period compared with 4 in the previous quarter.

Sickness

From October 2025 – December 2025 the Clerk has not taken any sick leave.

Resolved: To approve the Town Clerk’s annual leave requests.

13517 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Slough Seconded by: Cllr Herber

Votes for: 6

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.

13518 STAFF SICKNESS

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

This report was provided for information only.

13519 STAFFING FORECAST REVIEW – UPDATE FOR 2026-2027

Members received a review of the staffing forecast for 2026 – 2027.

Discussions were held around the report with clarification sought regarding RFO responsibilities and how this would impact the current Job Description holding this role. It was felt that re-evaluation would be required.

Resolved:

- 1. To recommend to Town Council the formal recognition that the responsibilities of RFO be transferred to Head of Corporate Services as at 1st April 2026.**
- 2. To note the updated job descriptions for Head of Corporate Services and Head of Environmental & Community Services**

- 3. To support the revised senior management salary scales following job evaluation outcomes as detailed in section 3**
- 4. To support the consideration of additional support solutions within Corporate Services, including outsourced Health and Safety provision, with a further report to be presented to the Corporate Services Committee on 2nd March 2026.**

The Chairman declared the meeting closed at 7.46 pm

Dated this 21st day of July 2026

Chairman

DRAFT