



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr M S Kennedy** Tel: 01582 708540
Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

5th July 2019

To: Members of the Personnel Sub-Committee

Cllrs: D Abbott, C Copleston, D Jones and K Wattingham.

(Copies to all Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Personnel Sub-Committee** to be held at the Council Offices, Peel Street on **15th July 2019 at 6.00pm.**

Clare Evans
Town Clerk

THIS MEETING MAY BE FILMED/RECORDED *

Agenda

1. ELECTION OF CHAIR

Members are invited to put forward nominations for Chair of the Personnel Sub-Committee.

2. APOLOGIES AND SUBSTITUTIONS

3. QUESTIONS FROM THE PUBLIC

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

4. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with

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Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. The use of images or recordings arising from this is not under the Council's control.

No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.

the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

5. ELECTION OF VICE-CHAIR

Members are invited to put forward nominations for Vice-Chair of the Personnel Sub-Committee.

6. MINUTES

Pages 7 - 10

To receive the minutes of the Personnel Sub-Committee meeting held on the 15th April 2019.

Recommendation: To approve the Minutes of the meeting held on 15th April 2019 and for these to be signed by the Chairman.

7. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

Pages 11 - 12

In accordance with Standing Order 4.j.iii. Council is required to review its delegation arrangements to committees and sub committees.

Members will find attached the extract from the approved Committee Functions & Terms of Reference which relates to this committee.

Recommendation To note the information

8. APPOINTMENT OF APPOINTED PERSON

As part of the Committees Functions one member of the Sub-Committee is to be appointed, preferably the Chair, 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 decisions/action is needed and to undertake the Clerks appraisal.

Recommendation: To appoint one member of the Sub-Committee as an Appointed Person

9. REVIEW OF STAFF SICKNESS

Page 13 - 14

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

Recommendation: To note the information.

10. TOWN CLERK'S ANNUAL LEAVE AND MATTERS RELATING TO OVERTIME WORKING

The Town Clerk has:

- Booked 9 days annual leave between 1st July and 30th September 2019, up to 4 additional days may also be booked.
- Attended 12 meetings outside of normal office hours from 1st April to 30th June 2019 (compared with 15 meetings in the previous quarter).

Recommendation: To approve the Town Clerks annual leave request.

11. FREEDOM OF INFORMATION REQUESTS

For the period April to July one Freedom of Information request has been received. It is confirmed that this request was responded to within the statutory timeframe.

Recommendation: To note the information.

12. STAFF CAPACITY REVIEW

Members are informed that the consultant who is undertaking a staff capacity review, as agreed at the Personnel Sub-Committee meeting (PE85) held on the 15th April 2019, is due to start work week commencing 12th August 2019.

As staff capacity issues had been raised with members it was felt that this review was necessary to formalise capacity issues and to help guide the new council in setting an achievable corporate plan.

Recommendation: To note the information.

13. EXCLUSION OF PRESS AND PUBLIC

- Managing Negative Social Media Comments
- Staffing matters – staff appraisals
- Town Clerk's appraisal
- Managing staff overtime budget

Recommendation: 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.

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HOUGHTON REGIS TOWN COUNCIL

Personnel Sub-Committee

15th April 2019 at 6.30pm.

Present: Councillors: D Abbott Vice-Chairman
D Dixon-Wilkinson
Mrs T McMahon Substitute
K Wattingham

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: Ms J Hillyard

PE79 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Hillyard (Cllr McMahon substituted).

PE80 QUESTIONS FROM THE PUBLIC

None.

PE81 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE82 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 21st January 2019 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 21st January 2019 be approved as a correct record and signed accordingly.

PE83 HUMAN RESOURCES PROVISION

The council has retained the services of a local HR company for the last few years, at a cost of £1,260 pa. This contract was now a rolling contract. As such it was appropriate for members to consider the suitability of the current contract and any alternative providers. Members received a report detailing quotations that had been sought to provide this provision.

Members agreed to continue with Company 'D' as the services of this provider fulfilled all Houghton Regis Town Council requirements.

Resolved: To recommend to Corporate Services Committee that Company 'D' be employed as the Town Councils HR provider, from 22nd August 2019.

PE84 REVIEW OF STAFF SICKNESS

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

Resolved: To note the information.

PE85 STAFF CAPACITY REVIEW

At the Personnel Sub-Committee meeting held on the 21st January 2019, Members resolved to undertake a staff capacity review – minute number PE71. For clarity, this review did not include a job evaluation exercise. However, part of the review would consider the previous job evaluation report, undertaken in 2015. Officers felt that Members needed to be reminded of the scope of the capacity review as informal references had been made by members to the capacity review including a job evaluation process. The funding for this review was due to be taken from budget heading 190 (Central Services) – 4059 (Other Professional Fees) in 2018/19. However, this code was significantly overspent in 2018/19.

As the work had not been ordered (pending clarification to members of the scope of the review) the costs would be taken from 2019/20.

As members approved company D to provide human resources support, there was scope within the 190-4059 budget to fund the capacity review. This budget was set to provide for outsourcing payroll services, to provide human resources support and to provide health and safety support. The progression of this capacity review will prevent health and safety support being made available. On balance as staff capacity issues have been raised with members it was felt that this review was necessary to formalise capacity issues and to help guide the new council in setting an achievable corporate plan.

Members queried what the review would highlight, and the outcome.

Members were advised that it would highlight one of the following points:

Show staff were working under capacity
Show staff were working within their capacity
Show staff were working over capacity

The outcome of the capacity review would enable members to make sound judgments on the consideration of additional events / tasks requested of officers.

Resolved: To note the information.

PE86 MANAGING THE OVERTIME BUDGET

Members received a report, for consideration, on options for possible staff savings costs.

Members received an estimated overtime overspend based on figures calculated on the calendar of events and meetings for 2019 / 2020.

Members suggested that some events were scrutinised to determine the precise number of staff required and to tighten requirements and maximise volunteer input.

Resolved: To agree to further investigations being undertaken in support of;

- Offering alternative contracts to staff working overtime at events;
- Charging staff costs arising from working at events to the events budget.

PE87 TOWN CLERK'S ANNUAL LEAVE AND MATTERS RELATING TO OVERTIME WORKING

The Town Clerk had:

- Booked 7 days annual leave between 1st April and 30th June 2019.
- Attended 15 meetings outside of normal office hours from 1st January to 31st March 2019 (compared with 15 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE88 FREEDOM OF INFORMATION REQUESTS

Members were advised that there had been no Freedom of Information requests since the last meeting.

Resolved: To note the report.

PE89 EXCLUSION OF PRESS AND PUBLIC

- Staffing matters
- Staff issue

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.

PE90 STAFFING MATTERS

Appraisals – were currently being undertaken. Any significant outcomes would be reported to the next meeting.

For information Members were advised that the position of Council Cleaner had become vacant. Members were advised that this position had been advertised and to date 4 applications had been received.

Resolved: **To note the information.**

PE91 STAFF ISSUE

Members received a confidential report, for discussion, regarding a staff issue.

Members discussed the Terms of Reference for this committee and requested that they be looked at by the Corporate Services Manager with a view to strengthening the Terms of Reference and making them more definitive to enable the Personnel Sub-Committee to deal with staff issues when matters of this nature arose. Members were advised that this would be reviewed at the AGM.

Resolved:

1. **To advise Corporate Services Committee of staff management processes and the resource being accorded to them and to recommend an option for a way forward;**
2. **To consider a set of behaviour standards for employees;**
3. **To consider a team charter for members and employees**

The Chairman declared the meeting closed at 8.10pm

Dated this day of 2019

Chairman

Personnel Sub-Committee (Reporting to Corporate Services Committee)

Functions

- Overview of staffing structure and staffing budget, ensuring that it is commensurate with objectives of the Council.
- Review staff sickness absence.
- Receive reports and review of Employee Assistance Programme
- Review staff training
- Identify and agree training needs for the Town Clerk and Members
- Ensure Council employees are working in a safe environment
- To consider and recommend to Corporate Services Committee any changes to employees pay, emoluments or terms and conditions of employment
- Review Job Description and Contract of Town Clerk annually or when there is a significant change
- Receive notification of the Town Clerk's annual leave and matters relating to overtime working and sickness.
- Succession plan for key staff who may wish to retire.
- Agree the recruitment process for the Town Clerk and other senior members of staff.
- If supported by the conclusion of a disciplinary process to consider the termination of contract for the Town Clerk and other senior members of staff.
- Act as interview panel for the posts of Town Clerk and other senior members of staff (final approval for the appointment of the Clerk rests with Council as per Standing Orders).
- Appoint one member of the Committee as the Clerks Appointed Person, preferably the Chair, to act as contact for day to day matters, support, handle leave requests, absence from work and to feed matters to Committee where any decisions/action is needed and to undertake the Clerks appraisal.
- Report any outcomes of employee complaints received.

Terms of Reference

- The Personnel Sub-Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Personnel Sub-Committee shall consist of 4 Councillors.
- Membership of the Sub Committee shall be drawn from Town Council
- The quorum shall be three members.

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	2018/2019	2018/2019	2018/2019	2018/2019	2019/2020
	April - June 2018	July - Sept 2018	Oct - Dec 2018	Jan - March 2019	April - June 2019
Office					
No of office staff (inc cleaners)	10	10	10	10	10
Office staff sickness days	10	12	26.5	9	37
Grounds					
No of grounds staff	7	7	7	7	7
Grounds staff sickness days	16	12.5	7	3	11
Total Staff no.	17	17	17	17	17
Total staff sickness days	26	24.5	28.5	12	48

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