



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr K Wattingham**

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Town Clerk: **Clare Evans**

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3<sup>rd</sup> April 2019

To: **Members of the Personnel Sub-Committee**

Cllrs: **D Abbott, D Dixon-Wilkinson, Ms J Hillyard, 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 **Monday 15<sup>th</sup> April 2019 at 6.30pm.**

**THIS MEETING MAY BE FILMED/RECORDED \***

**Clare Evans**  
Town Clerk

## Agenda

- 1. APOLOGIES AND SUBSTITUTIONS**
- 2. 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.

- 3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

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

*\*This meeting may be filmed by the Council for subsequent broadcast online and can be viewed at <http://www.houghtonregis.org.uk/minutes>*

*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.*

#### 4. MINUTES

To receive the minutes of the Personnel Sub-Committee meeting held on the 21<sup>st</sup> January 2019

**Recommendation: To approve the Minutes of the meeting held on 21<sup>st</sup> January 2019 and for these to be signed by the Chairman.**

#### 5. 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 is now a rolling contract. As such it is appropriate for members to consider the suitability of the current contract and any alternative providers. Members will find attached a report detailing quotations that have been sought to provide this provision.

**Recommendation: To recommend to Corporate Services Committee that Company 'D' be employed as the Town Councils HR provider, from 22<sup>nd</sup> August 2019.**

#### 6. REVIEW OF STAFF SICKNESS

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

**Recommendation: To note the information.**

#### 7. STAFF CAPACITY REVIEW

At the Personnel Sub-Committee meeting held on the 21<sup>st</sup> January 2019, Members resolved to undertake a staff capacity review – minute number PE71. For clarity, this review does not include a job evaluation exercise. However, part of the review will 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 is significantly overspent in 2018/19.

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

Provided members are minded to approve company D to provide human resources support there is 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 is felt that this review is necessary to formalise capacity issues and to help guide the new council in setting an achievable corporate plan.

**Recommendation: To note the information.**

## 8. MANAGING THE OVERTIME BUDGET

Members will find attached a report, for consideration, on options for possible staff savings costs.

**Recommendation:** 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.

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

The Town Clerk has:

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

**Recommendation:** To approve the Town Clerks annual leave request.

## 10. FREEDOM OF INFORMATION REQUESTS

Members are advised that there have been no Freedom of Information requests since the last meeting.

**Recommendation:** To note the information.

## 11. EXCLUSION OF PRESS AND PUBLIC

- Staffing matters
- Staff issue

**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.

