

**MINUTES OF THE PERSONNEL SUB COMMITTEE MEETING HELD ON  
TUESDAY 31 MAY 2016 IN THE ROBIN ROOM, THE CASTLE, HERTFORD**

PRESENT: The Mayor, Councillor Dr L Radford in the chair at the start of the meeting.

Councillors: P Boyle, Miss C Geall, Mrs S Newton and Miss M Tybinka

IN ATTENDANCE: Councillor P Ruffles  
Councillor Miss J Sartin  
Mr J Whelan, Town Clerk

**28. ELECTION OF CHAIRMAN**

It was **RESOLVED** that:

Cllr Mrs S Newton be elected Chairman for the ensuing Civic year.

Cllr Mrs Newton chaired the remainder of the meeting.

**29. ELECTION OF VICE CHAIRMAN**

It was **RESOLVED** that:

Cllr Miss C Geall be elected Vice Chairman for the ensuing Civic year.

**30. APOLOGIES FOR ABSENCE**

None.

**31. DECLARATIONS OF INTERESTS**

None.

**32. THE MINUTES**

It was **RESOLVED** that:

The minutes of the last meeting held on 1 February 2016 be confirmed as a correct record of the proceedings and signed by the Chairman.

**33. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

There were no members of the public wishing to speak.

**34. SICKNESS STATISTICS**

The Committee received an up to date report on staff sickness for the year to date January to May 2016.

It was **RESOLVED** that:

The Committee notes the report.

**35. DISCIPLINARY AND GRIEVANCE ACTIONS**

The Town Clerk advised members of one disciplinary matter which has arisen since the last meeting. There were no grievance matters to report.

**36. OVERTIME AND TOIL REPORTS**

The Committee considered a report from the Finance Manager on the overtime expenditure and toil for the year to date. The Town Clerk advised members that arrangements were in hand for officers to take toil that was in excess of 30 hours.

It was **RESOLVED** that:

The Committee notes the report.

**37. MATTERS RAISED BY THE TOWN CLERK**

The contract for the provision of HR and Employment Law advice from Ellis Whittam expires in July 2016. The arrangement has been to cover the cost of the provision of employment law and HR advice through the payment of an insurance premium. However this would be paid regardless of the level, if any, of advice that is provided.

The alternative arrangements that are in place are

- ad-hoc provision from external HR advisers that will be sought on the basis of payment of an hourly rate
- the Town Clerk is also exploring a possible provision of HR advice from East Herts Council.
- the Town Council has adequate cover through its insurance policy with Zurich to cover the provision of legal advice on employment matters.

It was noted that the Council needs to ensure it keeps abreast of changes in employment legislation

Training in customer service will be arranged for all staff shortly.

There being no further business the meeting was closed at 8.25 p.m.