

**MINUTES OF THE PERSONNEL SUB COMMITTEE MEETING HELD ON
MONDAY 5 SEPTEMBER 2016 IN THE ROBIN ROOM, THE CASTLE,
HERTFORD**

PRESENT: Councillor Mrs S Newton, in the Chair

Councillors: P Boyle, and Miss M Tybinka

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

187. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Dr L Radford (personal commitment) and Miss C Geall (personal commitment).

188. DECLARATION OF INTERESTS

None.

189. MINUTES

It was **RESOLVED** that:

The minutes of the last meeting held on 31 May 2016 be confirmed as a correct record of the proceedings and signed by the Chairman.

In responding to two questions relating to the Minutes, the Town Clerk confirmed that:

The Customer Service training for staff was being arranged.

Agreement had been reached with East Herts Council that advice on Human Resources (HR) matters could be provided to the Town Council on the basis of time worked would be recharged on a daily/part daily basis. No advance payment system would be required and no minimum hours would be recharged to the Town Council.

190. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public wishing to speak.

191. SICKNESS STATISTICS

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

The Committee noted that the sickness levels currently averaged 4.0 days per member of staff per year which was below the national average of 6.9 days.

It was **RESOLVED** that:

The Committee notes the report.

192. DISCIPLINARY AND GRIEVANCE ACTIONS

The Committee noted that there were no disciplinary or grievance actions to report.

193. OVERTIME AND TOIL REPORT

The Committee considered a report from the Finance Manager on the overtime expenditure for the year to date.

It was **RESOLVED** that:

The Committee notes the report.

194. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that:

In view of the confidential nature of the following items, which relate to the business matters other individuals and organisations, the public shall be excluded while the follow items were discussed. This was in accordance with the Public Bodies (Admission to Meetings) Act 1060, as amended by the Local Government Act 1972.

195. STAFFING REPORT FOR THE TOWN AND TOURIST INFORMATION CENTRE

The Committee considered a report from the Town Clerk on staffing arrangements for the New Town and Tourist Information Centre (TTIC).

The report considered a number of options for the future staffing of the new TTIC including employing a Saturday Officer, using a volunteer for Saturday working, amending the existing Saturday rota for current TTIC staff and options that combined some of these individual options.

The Committee was asked to approve the recruitment of a Saturday Officer to assist with staffing the new TTIC. The Committee was also asked to approve the equalisation of the number of Saturdays worked by the current three TTIC Officers to 20 Saturdays per annum.

It was RESOLVED that:

The Committee approved the appointment of a Saturday Officer and the revision of the Saturday rota for existing TTIC staff to 20 Saturdays per annum.

196. STAFF UPDATE

The Town Clerk updated members on the staff Disciplinary process that is underway.

There being no further business the meeting was closed at 8:20 p.m.