

**MINUTES OF THE PERSONNEL SUB COMMITTEE MEETING HELD ON
MONDAY 30 MAY 2017 IN THE ROBIN ROOM, THE CASTLE, HERTFORD**

PRESENT: Councillor Mrs S Dunkley, in the Chair at the start of the meeting

Councillors: Mrs R Bolton, P Boyle, R Deering, Mrs S Newton
and Miss J Sartin

IN ATTENDANCE: Mr J Whelan, Town Clerk

32. ELECTION OF CHAIRMAN

It was **RESOLVED** that:

Cllr Mrs R Bolton be elected Chairman for the Civic Year 2017/18.

33. ELECTION OF VICE CHAIRMAN

It was **RESOLVED** that:

Cllr Mrs S Newton be elected Vice Chairman for the Civic Year 2017/18.

34. RECORDING OF MEETING

It was established that no person present wished to record the meeting.

35. APOLOGIES FOR ABSENCE

None

36. DECLARATION OF INTERESTS

None.

37. MINUTES

It was **RESOLVED** that:

The minutes of the last meeting held on 30 January 2017 be confirmed as a correct record of the proceedings and signed by the Chairman.

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

There were no members of the public wishing to speak.

39. SICKNESS STATISTICS

The Committee received an up to date report on staff sickness for the year January – April 2017.

It was **RESOLVED** that:

The Committee notes the report.

40. DISCIPLINARY AND GRIEVANCE ACTIONS

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

41. OVERTIME AND TOIL REPORT

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

It was **RESOLVED** that:

The Committee notes the report.

42. STAFF TRAINING AND DEVELOPMENT 2017/18

The Committee considered a report from the Town Clerk regarding training and development proposals for 2017/18

It was **RESOLVED** that:

The Committee notes the report.

The Committee **recommends** to Finance Policy and Administration Committee that the training budget for 2017/18 is increased to £9 000.

43. 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.

44. STAFF REPORT

The Committee received a report from the Town Clerk. The report advised of the responses received from staff as part of the consultation on the proposed restructuring.

It was **RESOLVED** that:

Amendments be made to the roles of

part-time Facilities Officer - change from 400 annualised hours to 20 hours per week plus additional overtime as determined by business need;

weekend Customer Services Assistant – change from 300 annualised hours to one day per week (7.5 hours) plus additional hours subject to business need.

There being no further business the meeting was closed at 8:50 p.m.