



HERTFORD TOWN COUNCIL

Ref: FPA/FPA (Personnel Sub Ctte) COVER

25 August 2017

TO: ALL MEMBERS OF THE
PERSONNEL SUB COMMITTEE

Dear Councillor,

A meeting of the Personnel Sub Committee will be held on:

**MONDAY 4th SEPTEMBER 2017
IN THE ROBIN ROOM, THE CASTLE, HERTFORD AT 7.30PM**

The Agenda is attached.

Yours sincerely

A handwritten signature in black ink that reads "Joseph Whelan".

Mr J Whelan
Town Clerk

Members of the Sub Committee Councillors: Mrs R Bolton, P Boyle, R Deering,
Mrs S Newton, Miss J Sartin

AGENDA OF THE PERSONNEL SUB COMMITTEE MEETING TO BE HELD ON MONDAY 4 SEPTEMBER 2017 AT 7.30 PM IN THE ROBIN ROOM, THE CASTLE, HERTFORD

1. RECORDING OF MEETING

To establish if it is the intention of any person present to record the meeting.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence

3. DECLARATIONS OF INTEREST

To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) where these Disclosable Pecuniary Interests:

- a) Have not already been entered into the register and
- b) Relate to a matter to be considered

To note that such interests so declared must be formally notified to Town Clerk and the Monitoring Officer at East Hertfordshire District Council of the interest within 28 days.

To receive Members' declarations of Declarable Interests in accordance with Hertford Town Council's Code of Conduct (adopted 8th April 2013).

4. THE MINUTES

To confirm as correct the Minutes of the meeting held on 30 May 2017 and to authorise the Chairman to sign the same – **PAPER A (Page 3)**

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

Members of the public may speak about specific items on this agenda which contain a recommendation, provided they have advised the Town Clerk of their wish to speak no later than midday on the Friday before the meeting (or midday of the last working day of the week before the meeting). A list giving details of the name(s) and relevant agenda item(s) will be circulated to Councillors before the meeting commences.

6. SICKNESS STATISTICS

To note the updated sickness statistics spreadsheet – **PAPER B (Page 7)**

7. DISCIPLINARY / GRIEVANCES ACTIONS

There are no outstanding actions.

8. OVERTIME AND TOIL REPORT

To receive a report from the Finance Manager on the overtime and toil expenditure to date – **PAPER C (Page 9)**

9. TIME OFF IN LIEU REPORT

To receive a report from the Town Clerk – **PAPER D (Page 15)**

10. CASUAL OFFICER HOURS

To receive a report detailing the hours carried out by Casual Workers since their recruitment. **PAPER E (Page 17)**

11. EXCLUSION OF PRESS AND PUBLIC

It is recommended that in view of the confidential nature of the following items, which relate to the business matters of other individuals and organisations, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

12. STAFF REPORT

To receive a report from the Town Clerk. **PAPER F (Page 19)**

**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.

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PAPER B

SICKNESS STATISTICS 1ST JANUARY 17 – 31 DECEMBER 17

	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec
Number of long term Sick Officers	0	1	1	0	1	0	1					
Number of long term sick days	0	10	21	0	22	0	23					
Number of short term sick Officers	4	1	1	1	3	1	4					
Number of short term sick days	10	1	2	1	6	1	7					
YTD Average days off per employee*	5.7	6	8.4	6.4	8.3	7.0	8.5					

* Year to date average days off per employee = $\frac{\text{cumulative days off} \div \text{staff}}{\text{fraction of year elapsed}}$ As at July = $\frac{(106 \text{ days off} \div 21 \text{ staff})}{(7 \div 12)}$

Average level of employee absence in the UK is 6.9 days per year. In the public sector that figure is 8 days per year and in the private sector it is 7.8 days (CIPD Absence Management Report 2015). Hertford Town Council currently averages 8.6 days per member of staff since the start of January 2017.

The staff number used in the calculation is 21 officers for the whole reporting period.

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REPORT TO PERSONNEL SUB-COMMITTEE – 4TH SEPTEMBER 2017

AGENDA ITEM 8 – STAFF OVERTIME

1. PURPOSE OF THE REPORT

To present Members with an update on the costs incurred in paying officers for additional hours worked outside of their normal working week.

2. BACKGROUND

Staff contracts and their provision for overtime and enhanced payments are based on the terms detailed in the Green Book, (the National Joint Council for local government services national agreement on pay and conditions of service).

Employees, in receipt of basic pay at or below point 28, who are required to work additional hours beyond their working week are entitled to receive enhancements on the following basis:

- Monday to Saturday Time and a half
- Sundays and Public and Extra Statutory holidays Double time (min 2 hours)

(Part-time employees are entitled to these enhancements only at times and in circumstances in which full-time employees in the establishment would qualify. Otherwise a full working week for full-time employees shall be worked by a part-time employee before these enhancements apply).

3. SALARY BUDGET

In the salary budget for 2017/18 there is a provision for overtime built into the calculation divided between the officers most likely to work the additional hours. The total provision for gross pay, employers' National Insurance and pension contributions is £32,000. This estimate of overtime is based on the known calendar of events and the general level of venue hire that is likely to require officers to work outside of their normal hours. It includes an additional £10,000 approved by the Finance Committee to allow bookings to be taken without having to consider if the associated overtime expenditure will exceed the approved budget.

Attached as **appendix A** is a schedule detailing the overtime hours claimed in the period 1st April 2017 to 6th August 2017. Overtime (including NI and pension costs) of £8,480 has been paid in the year to date. Total salary costs incurred to the end of March amounted to £281,700 to £285,883 which is 5/12s of the budget set for the year.

A pay increase of 1% was implemented from 1st April 2017.

Attached as **appendix B** is a schedule detailing the overtime costs associated with the calendar of events and other operational activities. This schedule shows the full cost of overtime including employers' NI contributions of 13.8% and pension contributions at 23.8% where applicable.

Activity	Relationship to Income	Overtime Cost	%
Venue Hire	Overtime relating to income generating Activities	£4,082	48.1%
Community Events	Limited Income from Stall Holders. Some external sponsorship.	£1,678	19.8%
One-Off Civic Events	No Income	£224	2.6%
HEN Events	Not offset by HCC locality budget funding.	£91	1.1%
Civic Events	No Income	£215	2.5%
Mayoral Events & Civic Dinner	No income for HTC. Fund Raising for MoHAF	£0	0.0%
Committee Meetings	No Income	£957	11.3%
Operational Overtime	No Income	£1,234	14.6%
	Total	£8,480	100.0%

Attached as **appendix C** is a schedule detailing the accrued hours of TOIL associated with the calendar of events and other operational activities.

4. RECOMMENDATIONS

It is **recommended** that:

The Committee **notes** the report.

Report by: Stephen Davies, Finance Manager

HERTFORD TOWN COUNCIL
STAFF OVERTIME HOURS PAID 1ST APRIL 2017 TO 6TH AUGUST 2017

APPENDIX A

Post	Arts Festival Launch	Craft Market & Open Day	Mayor Making (& Silent Ceremony)	Civic Service	Cats at the Castle	Herford Carnival	Teddy Bear's Picnic	Battle of St Julien Service	Rock @ the Castle	Band & Openday	Open Air Cinema	Heritage Openday	Food & Drink Festival	Beer Festival & Openday	Vintage Tea Party	Remembrance Sunday	Christmas Gala	Lights of Love	Carols with the Mayor	Mayor's Quiz Night	Civic Service	Civic Dinner	Staff Cover	*Town Centre Events	**Mayoral Events	***HEN Events	Evening meetings	Weekend weddings / private hire	Early / Late Opening (Maintenance)	Emergency Call-out	Training	TOTAL HOURS	
Date	07/04/17	07/05/17	18/05/17	21/05/17	04/06/17	25/06/17	16/07/17	30/07/17	06/08/17	20/08/17	25/08/17 & 26/08/17	09/09/17 & 10/09/2017	06/10/16 to 08/10/16	08/10/17	26/10/17	12/11/17	24/11/17 & 25/11/17	09/12/17	08/12/17	05/01/18	21/01/18	03/03/18											
Facilities Officer					9.50	9.50	9.00	6.25	15.50														6.00		6.50	21.50	75.50					159.25	
Facilities Officer	3.50								15.25														24.00			19.75	87.75				4.25	154.50	
Customer Services (Reception)																							13.00				35.50				7.50	56.00	
Customer Services (Reception)								3.50																		22.00	50.50					76.00	
T&TIC Assistant																							2.00									2.00	
T&TIC Assistant																							28.00										28.00
Grounds Supervisor			3.00						8.00																								11.00
Grounds Maintenance Officer			3.00						8.00																								11.00
Grounds Maintenance Officer			3.00																														3.00
TOTAL	3.50	0.00	9.00	0.00	9.50	9.50	9.00	9.75	46.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.00	0.00	0.00	6.50	63.25	249.25	0.00	0.00	11.75	500.75	

NOTES

*Town Centre Events

**Mayoral Events

***HEN Events

30th March 2017 - Entrepreneur of the Year Awards
29th June 2017 - Hotel Chocolat / Brexit

HERTFORD TOWN COUNCIL
STAFF OVERTIME COSTS 1ST APRIL 2017 TO 6TH AUGUST 2017

APPENDIX B

Post	Arts Festival Launch	Craft Market & Open Day	Mayor Making (& Silent Ceremony)	Civic Service	Cars at the Castle	Herford Carnival	Teddy Bear's Picnic	Battle of St Julien Service	Rock @ the Castle	Band & Open Day	Open Air Cinema	Heritage Open Day	Food & Drink Festival	Beer Festival & Open Day	Vintage Tea Party	Remembrance Sunday	Christmas Gala	Lights of Love	Carols with the Mayor	Mayor's Quiz Night	Civic Service	Civic Dinner	Staff Cover	*Town Centre Events	**Mayoral Events	***HEN Events	Evening meetings	Weekend weddings / private hire	Early / Late Opening (Maintenance)	Emergency Call-out	Training	TOTAL COST	
Date	07/04/17	07/05/17	18/05/17	21/05/17	04/06/17	25/06/17	16/07/17	30/07/17	06/08/17	20/08/17	25/08/17 & 26/08/17	10/09/2017	06/10/16 to 08/10/16	08/10/17	26/10/17	12/11/17	24/11/17 & 25/11/17	09/12/17	08/12/17	05/01/18	21/01/18	03/03/18											
Facilities Officer					187.00	132.00	165.00	126.50	264.00														71.50			90.75	236.50	1102.75					£2,376.00
Facilities Officer	46.59								356.04														359.37				262.87	1329.34			56.57	£2,410.77	
Customer Services (Reception)																							196.95					537.83			113.63	£848.40	
Customer Services (Reception)								97.02																			457.38	1112.27				£1,666.67	
T&TIC Assistant																							44.22									£44.22	
T&TIC Assistant																							391.62									£391.62	
Grounds Supervisor			91.44						325.12																							£416.56	
Grounds Maintenance Officer			57.02						202.72																								£259.74
Grounds Maintenance Officer			66.33																														£66.33
TOTAL	£46.59	£0.00	£214.79	£0.00	£187.00	£132.00	£165.00	£223.52	£1,147.88	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,063.66	£0.00	£0.00	£90.75	£956.75	£4,082.18	£0.00	£0.00	£170.19	£8,480.30	

NOTES

*Town Centre Events

**Mayoral Events

***HEN Events

30th March 2017 - Entrepreneur of the Year Awards
29th June 2017 - Hotel Chocolat / Brexit

NOTES

Venue Hire	Overtime relating to revenue generating activities	£4,082.18
Community Events	Limited Income from Stall Holders. Some external sponsorship	£1,678.47
One Off Civic Events	No Income	£223.52
HEN Events	Not offset by HCC locality budget funding	£90.75
Civic Events	No Income	£214.79
Mayoral Events & Civic Dinner	No income for HTC. Fund Raising for MoHAF.	£0.00
Committee Meetings	No Income	£956.75
Operational Overtime	No Income	£1,233.85
	TOTAL	£8,480.30

HERTFORD TOWN COUNCIL
STAFF TIME OFF IN LIEU 1ST APRIL 2017 TO 6TH AUGUST 2017

APPENDIX C

Post		Art Festival Launch	Craft Market & Open Day	Mayor Making (& Silent Ceremony)	Civic Service	Cars at the Castle	Herford Carnival	Teddy Bear's Picnic	Rock @ the Castle	Band & Openday	Open Air Cinema	Heritage Openday	Food & Drink Festival	Beer Festival & Openday	Vintage Tea Party	Remembrance Sunday	Christmas Gala	Lights of Love	Carols with the Mayor	Mayor's Quiz Night	Civic Services	Civic Dinner	Steff Cover	*Town Centre Events	**Mayoral Events	***HEN Events	Sale Neighbourhood Plan meetings	Bengo Neighbourhood Plan meetings	Evening meetings	Weekend weddings / private hire	Early / Late Opening (Maintenance)	Emergency Call-out	Training	TOTAL HOURS		
Date		07/04/17	07/05/17	18/05/17	21/05/17	04/06/17	25/06/17	16/07/17	06/08/17	20/08/17	25/08/17 & 26/08/17	09/09/17 & 10/09/20	06/10/16 to 08/10/16	08/10/17	26/10/17	12/11/17	24/11/17 & 25/11/17	09/12/17	08/12/17	05/01/18	21/01/18	03/03/18														
Town Clerk	JW			5.50	3.50				2.50																			4.00	22.50						38.00	
Civic Administration Manager	TC																											14.50						14.50		
Finance Manager	SD																											0.50						0.50		
Marketing & Events Manager	MR	3.50	3.00			5.00		9.00	15.50																									36.00		
Events Co-ordinator	SA	3.50	9.00			8.50	7.00	8.50	6.00																									42.50		
Town Centre Co-ordinator	MC																																	0.00		
Cemetery & Finance Assistant	PC			7.50					5.00																									12.50		
Mayor's Secretary	NM																																	0.00		
Projects Officer	MI								4.50																	33.50	12.50	6.00						56.50		
Allotments Officer	SV			3.00																		2.50												5.50		
Facilities Officer	RH																																	0.00		
Facilities Officer	SB																																	0.00		
Customer Services (Reception)	CF																																	0.00		
Customer Services (Reception)	JH																																	0.00		
T&TIC Supervisor	JB																																	0.00		
T&TIC Assistant	FV																																	0.00		
T&TIC Assistant	JL																																	0.00		
TOTAL		7.00	12.00	16.00	3.50	13.50	7.00	17.50	33.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.50	0.00	0.00	0.00	33.50	16.50	43.50	0.00	0.00	0.00	0.00	206.00		

NOTES

*Town Centre Events

**Mayoral Events

***HEN Events

30th March 2017 - Entrepreneur of the Year Awards

29th June 2017 - Hotel Chocolat / Brexit

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TIME OFF IN LIEU REPORT TO PERSONNEL SUB COMMITTEE - MONDAY 4TH SEPTEMBER 2017

AGENDA ITEM 9

1. PURPOSE OF THE REPORT

The purpose of the report is to consider the current level of Time Off in Lieu (TOIL) that Council staff have accrued.

2. TIME OFF IN LIEU

The Council considered and adopted its current approach to the use of Time Off in Lieu as part of a review of its Employee's Terms and Conditions (all staff) that took place in 2001 and was implemented during 2003.

The following is an extract from the Finance Committee Report of October 2003:

"In order to maintain the services provided by the Town Council some staff are required to work outside the normal working week. All time off in lieu or overtime will need to be approved by the line manager or the Town Clerk. With the exception of emergency or call-out situations the approval must be obtained before the time is worked. Compensation will be made to employees, as a minimum, in accordance with the national provisions set out in the "Green Book".

As an alternative, where staff are eligible for compensation by way of overtime payment, they should have the option to take some or all of this compensation as time off in lieu (TOIL). Staff may be encouraged, but not required, to take this option where it would reduce the costs to the Town Council but not impinge on the provision of the services. Individual employee's TOIL will be monitored by their line manager.

However, in any small organisation, such as the Town Council, that requires employees to be present at evenings and weekends, as well as maintaining appropriate cover during the normal working week, it may be difficult for staff to take TOIL entitlement and therefore this will have to be considered on a case by case basis. It is also important to take account of the maximum hours that staff can legally work, and the need to ensure the health & welfare of staff is not effected by the requirement to work long periods or extended hours without time off."

The approach of the Council is that contracts of employment with staff paid at the Spinal Column Point of SCP 29 or more stipulate that Time Off in Lieu will be granted for members of staff working above their contracted weekly hours.

For posts where staff are paid at Spinal Column Point (SCP) 28 or below, staff have a choice whether to claim overtime for additional hours or they can opt for Time Off in Lieu.

There are some exceptions to this. The Ground Supervisor is paid overtime though he is paid at SCP 32.

3. ACCRUED TOIL

The following table notes the current level of accrued TOIL.

Post	TOIL OUTSTANDING as at 21 August 17
Town Clerk	70
Civic Administration Manager	15
Marketing and Events Manager	50*
Town Centre Officer	5
Allotments Officer	1
Events Co-ordinator	24
Cemeteries and Finance Officer	32.5
Project Officer	39.5**
Private Hire and Functions Co-ordinator	4.5
Facilities Officer	0
Facilities Officer	0
Tourism and Development Manager	4.58
Finance Manager	3.5
Town and Tourism Information Assistant	2

*Part of the outstanding hours has been built up covering for a colleague on sick leave. Currently planning to take 4 week break Christmas 2017/January 2018.

** Will be taking this accrued TOIL in October as a week off.

4. RECOMMENDATIONS

It is RECOMMENDED that:

- a) The Committee **notes** the report.

**Casual Officer Hours
March – August 17**

	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Total
Casual Officer 1						8.5							8.5
Casual Officer 2				11.75	12.75	12							36.5
Casual Officer 3				9.5	8.5	8							26
Casual Officer 4	3	10.5	13.25		7.5								34.25
Total	3	10.5	13.25	21.25	28.75	28.5							105.25

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