

**MINUTES OF THE PERSONNEL SUB COMMITTEE MEETING HELD ON
MONDAY 13 NOVEMBER 2017 IN THE ROBIN ROOM, THE CASTLE,
HERTFORD**

PRESENT: Councillor Mrs R Bolton, in the Chair

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

IN ATTENDANCE: Mr J Whelan, Town Clerk

379. RECORDING OF MEETING

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

380. APOLOGIES FOR ABSENCE

Cllr Bob Deering – personal commitment.

381. DECLARATION OF INTERESTS

None.

382. MINUTES

It was **RESOLVED** that:

The minutes of the last meeting held on 4 September 2017 be confirmed as a correct record of the proceedings and signed by the Chairman.

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

There were no members of the public wishing to speak.

384. SICKNESS STATISTICS

The Committee received an up to date report on staff sickness for the year to date January to October 2017. One query was raised regarding the quoted national averages for sickness contained in the report.

It was **RESOLVED** that:

(a) Officers will check the information on average sickness for accuracy and amend for further reports if necessary.

(b) The Committee notes the report.

385. 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.

386. TIME OFF IN LIEU REPORT

The Committee considered a report from the Town Clerk outlining the background and origin of the current policy for the management of time off in lieu.

Committee welcomed the detailed and comprehensive report from the Town Clerk and discussed the issues raised.

It was **RESOLVED** that:

(a) The Committee does not require any changes to the time off in lieu policy

(b) The Committee notes the report.

387. CASUAL OFFICER HOURS

The Committee received a report outlining the amount of hours worked by each Casual Officer since their appointment.

It was **RESOLVED** that:

The Committee notes the report.

388. 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.

389. DISCIPLINE AND GRIEVANCE ACTIONS

The Town Clerk advised members of the result of a recent grievance against the Council.

390. STAFF REPORT

The Committee received a report from the Town Clerk

It was **RESOLVED** that Committee note the appointment of the Mayor's Secretary/Receptions who took up their new post on Monday 2 October.

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