

**MINUTES OF THE PERSONNEL SUB COMMITTEE MEETING HELD ON  
MONDAY 14 NOVEMBER 2016 IN THE ROBIN ROOM, THE CASTLE,  
HERTFORD**

PRESENT: Councillor Mrs S Newton, in the Chair

Councillors: P Boyle, Miss C Geall and Miss M Tybinka

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

**313. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Dr L Radford (Mayoral commitment)

**314. DECLARATION OF INTERESTS**

None.

**315. MINUTES**

It was **RESOLVED** that:

The minutes of the last meeting held on 5 September 2016 be confirmed as a correct record of the proceedings and signed by the Chairman.

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

There were no members of the public wishing to speak.

**317. SICKNESS STATISTICS**

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

The Committee discussed the general level of sickness absence that is below the national average. The Committee also discussed the situation surrounding the one member of staff that had been on sick leave for 32 sick days during August and September. Committee noted that that member of staff had recently left the Council.

It was **RESOLVED** that:

The Committee notes the report.

**318. DISCIPLINARY AND GRIEVANCE ACTIONS**

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

**319. OVERTIME AND TOIL REPORT**

The Committee considered a report from the Finance Manager on the overtime expenditure for the year to date. Committee noted that TOIL is being actively monitored and managed with plans in place for staff with significant levels of accrued TOIL.

It was **RESOLVED** that:

The Committee notes the report.

**320. PAYMENT OF SALARY INCREMENTS**

The Committee considered a report on how to approach the payment of the first salary increments to new staff. At present there is no procedure in place that sets down an approach to the making of the first salary increment that may be due to new staff. Salary increments are normally paid on 1 April each year to those staff who had not reached the top of their payscale and are paid subject to satisfactory performance against agreed objectives.

The Committee discussed a range of options to resolve this gap in procedure.

It was **RESOLVED** that:

- (a) No payment of salary increments should be made during a probation period; even if the 1 April is within the probationary period
- (b) Where staff have performed very well during their probation period when compared to agreed objectives then the first salary increment would be payable upon completion of the probationary period.
- (c) The payment of the first salary increment point will be made at the sole discretion of the Town Clerk
- (d) A section will be added to the Staff Handbook that explains the new approach
- (e) The Committee recommends the new approach be recommended to Finance Performance and Administration Committee for adoption

**321. RECRUITMENT OF A PROJECT OFFICER**

The Committee considered a report on the recruitment of a Project Officer to assist with the steadily increasing workload resulting from new work areas adopted by the Council as part of its objectives for 2016-2019 inclusive.

It was **RESOLVED** that the Town Clerk commences the recruitment process for a Project Officer with a salary in the range of £25 694 - £27 394 + Outer Fringe allowance of £579.

**322. 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.

**323. CASTLE HOUSEKEEPING**

The Committee received a report relating to the working hours of the Council's Housekeeper. The current arrangements include a sharing the hours of the Housekeeper with Hertford Museum. This arrangement cannot be continued due to the housekeeping workload at the Castle and Mill Bridge rooms increasing significantly recently as a result of corporate and private venue hire.

It was **RESOLVED** that:

The current Housekeeping arrangements with Hertford Museum should end with effect from Friday 16th December 2016.

If the Museum approach the Town Council for an extension of the deadline then the Committee delegates the discretion to the Town Clerk to consider such a request.

**324. STAFF UPDATE**

The Town Clerk updated members on recent new members of staff and Lisa Waterman (Saturday Officer at TTIC) and Stuart Bray (Facilities Officer) had joined the Council on 5<sup>th</sup> November and 7<sup>th</sup> of November respectively.

There being no further business the meeting was closed at 8:25 p.m.