

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

PRESENT: Councillor Mrs S Newton, in the Chair

Councillors: P Boyle, Miss C Geall and Dr L Radford

IN ATTENDANCE: Mr J Whelan, Town Clerk

448. RECORDING OF MEETING

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

449. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Tybinka (personal commitment)

450. DECLARATION OF INTERESTS

None.

451. MINUTES

It was **RESOLVED** that:

The minutes of the last meeting held on 14 November 2016 be confirmed as a correct record of the proceedings and signed by the Chairman.

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

There were no members of the public wishing to speak.

453. SICKNESS STATISTICS

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

Committee noted that the average sickness absence per member of staff was below the national average and also that there were no patterns of frequent/repeated absence or any member of staff on long term sick leave.

It was **RESOLVED** that:

The Committee notes the report.

454. DISCIPLINARY AND GRIEVANCE ACTIONS

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

455. 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.

456. 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.

457. STAFF REPORT

The Committee received a report from the Town Clerk

It was **RESOLVED** that:

Further consideration be given to some of the points raised by Committee and that a report be considered at Finance Policy and Administration Committee on 13 March 2017.

There being no further business the meeting was closed at 9:00 p.m.

