

**MINUTES OF THE PERSONNEL SUB COMMITTEE MEETING HELD ON
MONDAY 4 SEPTEMBER 2017 IN THE ROBIN ROOM, THE CASTLE,
HERTFORD**

PRESENT: Councillor Mrs R Bolton, in the Chair

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

IN ATTENDANCE: Mr J Whelan, Town Clerk

228. RECORDING OF MEETING

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

229. APOLOGIES FOR ABSENCE

None.

230. DECLARATION OF INTERESTS

None.

231. MINUTES

It was **RESOLVED** that:

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

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

There were no members of the public wishing to speak.

233. SICKNESS STATISTICS

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

It was **RESOLVED** that:

The Committee notes the report.

234. DISCIPLINARY AND GRIEVANCE ACTIONS

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

235. 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.

236. TIME OFF IN LIEU REPORT

The Committee considered a report from the Town Clerk regarding the amount of toil outstanding to each officer.

It was **RESOLVED** that:

- (a) The Committee notes the report.
- (b) The Town Clerk presents a report to the next meeting of the Personnel Sub-committee to examine the current approach to managing Time Off in Lieu.

237. 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.

238. 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.

239. STAFF REPORT

The Committee received a report from the Town Clerk

It was **RESOLVED** that:

Staff reward payments be made to three staff for the reasons outlined in the report.

There being no further business the meeting was closed at 9:25 p.m.