



HERTFORD TOWN COUNCIL

Ref: FPA/FPA (Personnel Sub Ctte) COVER

17 January 2020

TO: ALL MEMBERS OF THE
PERSONNEL SUB COMMITTEE

Dear Councillor,

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

**MONDAY 27 JANUARY 2020
IN THE ROBIN ROOM, THE CASTLE, HERTFORD AT 7.30PM**

The Agenda is attached.

Yours sincerely

Mr J Whelan
Town Clerk

Members of the Sub Committee Councillors: Mrs R Bolton, Mrs A Daar, R Deering, Mrs S Newton, R Pinkham, A Porrer, Miss J Sartin

AGENDA OF THE PERSONNEL SUB COMMITTEE MEETING TO BE HELD ON MONDAY 27 JANUARY 2020 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 11 November 2019 and to authorise the Chairman to sign the same.

5. ACTION SHEET

To note the Action Sheet - **PAPER A (page 3)**

6. 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.

7. **SICKNESS STATISTICS**

To note the latest sickness statistics spreadsheet – **PAPER B (page 5)**

8. **CASUAL OFFICER HOURS**

To receive a report detailing the hours carried out by Casual Workers since their recruitment. **PAPER C (page 7)**

9. **EXCLUSION OF PRESS AND PUBLIC**

It is recommended that in view of the confidential nature of the following item, that contains exempt information as defined in Schedule 12A of the Local Government Act 1972 (as amended), the public shall be excluded while the following item is discussed.

10. **STAFF OVERTIME AND TOIL REPORT**

To receive a report from the Finance Manager – **PAPER D (page 9)**

ACTION LIST FROM
PERSONNEL SUB COMMITTEE MEETING – 11 NOVEMBER 2019

	ACTION	BY	DUE DATE	STATUS AS AT January 2020
OTHER	Officer report to conclude piece of work from September 2019.	Town Clerk	June 2020	Report to be considered at the Personnel Sub Committee meeting in June 2020.

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PAPER B

SICKNESS STATISTICS 1ST JANUARY 19 – 31st December 19

	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec
Number of long-term Sick Officers	1	1	1	1	1	1	1	0	0	0	0	0
Number of long-term sick days	31	28	31	30	31	30	23	0	0	0	0	0
Number of short-term sick Officers	0	3	2	7	5	1	3	1	5	5	3	5
Number of short-term sick days	0	16.5	3	39	14.5	18.5	21	10	28.5	22.5	7	7.5
Cumulative sick days	31	75.5	109.5	178.5	224	272.5	316.5	326.5	355	377.5	384.5	392
YTD Average days off per employee*	17.72	21.58	20.86	25.5	25.6	25.95	25.84	27.78	27.84	26.65	24.67	23.06
Cumulative sick days short-term	0	16.5	19.5	58.5	73	91.5	112.5	122.5	151	177.65	202.32	225.38
YTD Average days off per employee short-term	0	4.72	3.71	8.36	8.34	8.71	9.18	9.67	11.84	12.54	12.98	13.26

* Year to date average days off per employee = $\frac{\text{cumulative days off} \div \text{staff}}{\text{fraction of year elapsed}}$

As at December = $\frac{392 \text{ days off} \div 17 \text{ Staff (Cumulative Short Term)}}{12 \div 12}$

As at December = $\frac{225 \text{ days off} \div 17 \text{ Staff YTD Average days Short-term staff}}{12 \div 12}$

Average level of employee absence in the Local Government 8.4 days per year (CIPD Absence Management Report 2019). Hertford Town Council currently averaged 9.4 days per member of staff for the calendar year 2019.

The staff number used in the calculation from September is 17 officers.

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Casual Officer Hours
1st January 2019 – 13th December 2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Casual Officer 1	0	6	5.45	1.0	19.5	9.5	15.25	17.5	6	0	0	0	80.20
Casual Officer 2	0	0	0	0	0	6.75	0	0	17	13	3.5	0	40.25
Casual Officer 3	0	0	5.25	14.25	52.5	60	84	114.5	43.75	94.5	0	15	483.75
Casual Officer 4	0	0	0	0	0	41	88.5	90	24.5	0	0	0	244.00
Total	0	6	10.70	15.25	72	117.25	187.75	222	91.25	107.50	3.50	15	848.20
Cumulative Total	0	6	16.70	31.95	103.95	221.2	408.95	630.95	722.20	829.70	833.20	848.20	848.20

Casual Officers are temporary cover for weekend private hire (HTC),
Castle Reception and Town and Tourist Information Centre

- Casual officers 1 & 2 Customer Services weekend Asst. (HTC Casual Contract)
- Casual Officer 3 Covered staff sicknesses & holidays at the TTIC and the Castle (Temporary Agency)
- Casual 4-Covered temporary manager position at the TTIC (HTC Casual Contract)

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