

**ADMIN & HR
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 8th FEBRUARY AT 2.30PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr I McLauchlan.
Councillors, A Turner, M Walsh and J Coombs
Clerk to the Town Council- Susanne Griffiths

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Summerbell who was unwell and Cllr A Ball who was unable to make the meeting due to work commitments.

2. MINUTES

The minutes of the previous meeting on the 9th January 2018 having been circulated were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None were declared.

4. CORRESPONDENCE

A holiday request from a member of staff has been received that was outside the policy.

All present agreed to grant the request for leave on the 2nd and 3rd of August as an exception.

E-mail advising that applications for the 2018 Community Governance course close on the 15th February 2018.

Community Governance is an advanced qualification for local council officers who work with local communities. It was previously agreed for the Clerk to study for this qualification and the tuition fee has been included in the budget. **All present agreed** for the Clerk to enrol on the course to start in March 2018. **SG**

5. REVIEW OF THE TOIL POLICY FOR RECOMMENDATION TO TOWN COUNCIL

A member of staff had requested a meeting with the Chairman of Admin/HR and the Chairman of the Council to express concerns over the TOIL policy adopted by the Town Council in November which has resulted in serious consequences on them being able to maintain a satisfactory home/work balance.

Cllr M Walsh reminded the Councillors of the business case for the Town Council adopting the TOIL policy was due to the number of staff now being employed which had increased and therefore the potential for all staff to take unrestricted TOIL could cause operational difficulties.

The Clerk informed the Councillors that the member of staff had requested an amendment to the policy to allow for a minimum of three weeks TOIL.

Cllr A Turner proposed that the Councillors consider alternative solutions to resolve the issue with the member of staff. **All present agreed.** **SG**

8. AGENDA ITEMS FOR NEXT MEETING

To be advised.

9. DATE OF NEXT MEETING

The next meeting of the Committee is to be advised. There being no further business to discuss, the meeting closed at 2.45pm.