

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held on **Thursday 10<sup>th</sup> April 2008** in Fairway Hall, Brook Close, Borehamwood at 7.30pm

PRESENT:

Cllr M. Bright – Chairman

Cllr G. Franklin

Cllr J. Heywood

Cllr P. Hedges

Cllr F. Turner

OFFICERS:

Ms. C.A. Lloyd – Clerk Designate

**1. APOLOGIES AND SUBSTITUTIONS**

Councillor Cllr F. Turner had substituted for Cllr P. Swallow.

**2. MINUTES OF THE MEETING HELD ON 21<sup>st</sup> FEBRUARY 2008**

The minutes of the meeting held on 21<sup>st</sup> February 2008 were confirmed and signed as a correct record.

**3. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

**4. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

This Council was required to review the effectiveness of its system of internal control annually. Members noted the measures in place and **RESOLVED** that the system of internal control currently in place be agreed and BKR Haines Watts continue as the Council's Internal Auditors.

**5. LOCAL GOVERNMENT PENSION SCHEME**

Members noted a suggestion by Herts. Association of Parish & Town Councils regarding the adoption of certain rules as an employer within the Local Government Pension Scheme.

**RESOLVED** that

- (i) when determining what salary a member of staff is on, for the purpose of allocating them to the correct deduction band, their actual salary on the first pay-day of the Financial Year should be used as one twelfth of their notional full-time equivalent salary. This would be the "salary" which would be used to put them into the correct deduction band for the whole year; and
- (ii) if a member of staff wishes to "transfer-in" a pension entitlement from a previous employer not in the Local Government Pension Scheme, then this would only be permitted within the first year of that member of staff joining the Council.

**6. LOCAL GOVERNMENT HARMONISATION**

Members noted that the rules adopted by the National Joint Council and implemented in April 1999 sought to ensure that all local government employees were on the same terms and conditions of employment regardless of the type of work carried out. All staff terms and conditions of employment had been guided by the “Green Book” since then.

To continue the Council’s move to harmonisation it was suggested that all staff should have the same hours to work in a full week. Two staff were on a 39 hour week whilst other staff worked a 36 hour week (or part time thereof). Members were aware that this was a discretionary change.

Members **RESOLVED** that that from 1<sup>st</sup> April 2008 the standard working week for all staff would be 36 hours without any other changes to terms and conditions of employment, subject to no decrease in productivity and no significant increase in time off in lieu being claimed.

**7. STAFF ABSENCE POLICY**

As requested at the previous meeting, Members were updated on implementation of the Policy.

Members noted that all staff now completed timesheets. In the first four weeks 54 additional hours had been worked for the Town Council and four occasions of self-certified sickness had been taken.

**8. REPORT OF THE ENTERTAINMENTS’ OFFICER**

There was no report for this meeting as the Entertainments Committee would be meeting on 24<sup>th</sup> April. Members noted the arrangements for the film plaque unveiling for Bryan Forbes.

**9. FINANCIAL REPORT**

The Financial Summary for the period ending 29<sup>th</sup> February 2008 had been received and NOTED at Council on 3 April and required no further comment.

**10. CLOSURE AND DATE OF NEXT MEETING**

The meeting closed at 7.55 pm. The next meeting was scheduled to take place at 7.30pm on 29<sup>th</sup> May 2008.

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CHAIRMAN

Date:

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