

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**GENERAL MANAGEMENT COMMITTEE**

**MINUTES** of a meeting held in the Civic Offices, Elstree Way Borehamwood on Wednesday 8th December **2010** at 8.30pm

PRESENT: Councillors: Mrs H David, (Chairman)  
E Butler, Mrs A Mitchell, and Ms P Swallow

In attendance: Ms B M Levy, Acting Clerk

**1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillor G Franklin who was unwell. The Committee wished him a speedy recovery

**2. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were no declarations of Councillors' interests

**3. MINUTES OF THE MEETING HELD ON 18<sup>th</sup> NOVEMBER 2010**

The minutes of the meeting of the Committee held on 18<sup>th</sup> November 2010 were signed as a true record.

**4. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst staffing matters were discussed.

**5. STAFFING ISSUES**

NOTED that Hertsmere's Occupational Health Adviser was making some progress in resolving the situation regarding a member of staff who had been on long term sick leave.

**6. RECRUITMENT – CLERK AND HANDYMAN**

The Committee considered draft job descriptions for the Clerk and Handyman and agreed them subject to minor amendments. Both posts would be appointed on a six month probationary period. The Clerk would be appointed on scale 43-45 on the National Scale with possible advancement subject to experience and qualifications, and the Handyman on point 18. Both posts would be advertised in the local press at the beginning of January. However, advantage would be taken of the opportunity for free advertising of the Clerk's post via the Hertfordshire Association of Town and Parish Councils

**7. CLOSURE**

The Meeting closed at 9.15pm having commenced at 8.30pm.

Date:.....

CHAIRMAN.....