ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

Minutes of the meeting held on Monday 6th September 2010 at Fairway Hall, Brook Close, Borehamwood, starting at 7.45pm.

PRESENT:	Councillors	H David (Chairman) E Butler A Mitchell G Franklin P Swallow
	Officers	A Tadjrishi – Events Co-ordinator

External Legal Advisor P Devonald

Minutes of the meeting held on the 4th August 2010 were agreed and signed as a correct record

1. Apologies for non attendance

None were received

2. Declaration of Interest

No declarations of interest were made

3. Appointment of Contractor

The Committee received a verbal report from the Council's Events Co-ordinator regarding the procurement of building and decorative works to the Town Council Offices. The Officer confirmed that three bids had been received and he circulated details of those bids in a separate document to members of the Committee.

The Events Co-ordinator gave an analysis of the bids received and confirmed that all quotes were within the budget provided for the project.

Members debated the work required and the nature of the bids in respect to that work.

In order to comply with Health and Safety Legislation it was **RECOMMENDED** that the quote from Workspace Interiors be accepted, as it represented the best value for money project on the basis of the tender figures.

Members resolved that Officers should ensure that the price quoted is the fixed price for the works tendered.

The issues of security works to be undertaken to the office over and above the works tendered, was agreed to come back to the next meeting.

4. Exclusion of the press and public

RESOLVED that under the Public Bodies (Admission to Meetings Act) 1960 Section 1(2) the press and public be excluded from the meeting on matters relating to employees of the Council

5. Staffing Matters

The Committee was informed by the Chairman of a grievance, which had been lodged by a member of the Council staff. Members received advice in respect of the grievance as to the legal process to be followed. Following debate this was **RESOLVED** that a three member panel comprising members of Council who are not members of a Management Committee would be set up in order to hear the grievance as soon as possible.

A request be issued to the Democratic Services Manager of the District Council to make the necessary arrangements on behalf of the Town Council as soon as possible.

6. Review of Town Council Staffing

The Committee considered the "root and branch review" which had being completed by an independent consultant during the Summer. Following a debate it was **RESOLVED** that the review be deferred until the grievance lodged by the Council Officer is resolved.

7. Service Level Agreement with the District Council

The Committee agreed to enter into a Service Level Agreement with Hertsmere Borough Council with services being provided at a rate of $\pounds 40$ per hour. It was **RESOLVED** that an SLA in these terms be agreed.

The meeting closed at 10pm

Date:..... CHAIRMAN.....