



HUMAN RESOURCES COMMITTEE

MINUTES

1 JULY 2014

MEETING 3

Minutes of a meeting of the Human Resources Committee held at 6pm on Tuesday 1th July at Neston Town Hall.

Present

Cllrs Griffith (Mayor), C Lloyd, A Cummings and M Shipman.

In Attendance

Cllrs Carter & Marlow

Part One: Items considered in the presence of the press and public

18 Apologies for Absence

None

19 Operation of the HR Committee

The committee agreed to take note of the unique nature of the HR committee in dealing with sensitive staff issues and that visitor conduct would need to reflect that.

20 Questions to the Committee

None

21 Declarations of Interest

None

22 Exclusion of the press and public

A motion under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) to exclude the press and public from the remainder of the meeting on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 was proposed by the Mayor.

It was noted that the matter to be discussed under item 23.1 of the agenda was not covered by the terms of Part 1 of Schedule 12A of the Local Government Act 1972, but that the remaining items on the agenda were covered by paragraph 1.

Resolved

That the press and public be excluded from the meeting after the conclusion of item 23.1

23 Staffing issues and arrangements

23.1 Return to Work Policy

It was noted that the Council did not currently have an agreed policy relating

Mayor's initials and date _____

to the return to work of employees following a period of sustained absence and lacked corporate expertise in some areas of Human Resource matters.

Resolved

That the Committee should adopt the best practice guidance outlined in the National Association of Local Council's "Good Employer's Guide" with regard to its return to work practice.

That the Acting Town Clerk be asked to invited bids from providers of professional HR services to advise the Council

Part Two: Items considered in the absence of the press and public

23.2 Implementation of support arrangements

Resolved

That following the best practice guidelines in NALC's "Good Employer's Guide" the Mayor conduct a return to work interview at the appropriate time and that suitable arrangements be made to ensure the return to work was supportively managed.

Resolved

That the Mayor conduct the 3 month review of staff, and that if probationary period has been successful post holders be confirmed as permanent employees;

That should these conditions be met, the administrative assistant's current contract be extended to 30 hours per week to undertake additional duties hitherto undertaken by the Administrative Officer;

That the committee consider at its meeting on 24th July 2014 the report of the Acting Town Clerk, requested by the Town Council on 27th May 2014, with recommendations for more efficient working practices and related longer term staffing arrangements.

23.3 Resolved

That the Acting Town Clerk be paid additional hours worked at point 37 point on the current NJC scale.

That the Acting Town Clerk and Administrative officer complete timesheets in order to verify additional hours worked.

25 Other business

None

26 Date of next meeting

24th July 14

The meeting closed at 8pm

Signed _____ Dated _____