



Meeting (No) **HR SUB-COMMITTEE (4)**
 Time & Date **10am on Tuesday 14th September 2021**
 Place **Neston Town Hall**
 Document **Minutes**

Present: Cllrs Hinks (Chair), Marple (substitute for Cllr Kynaston), Smith (substitute for Cllr Warner) and Wastell

In attendance: Miss A Duncan (G&O Manager)

PART 1: Items considered in the presence of the press and public	
28	Apologies for absence
	Apologies were received from Cllrs Hudspeth (personal), Kynaston (business) and Warner (business). RESOLVED to accept the reasons for absence.
29	Declarations of interest
	No declarations of interest were received.
30	Minutes of the last meeting
	It was confirmed that Cllr Warner had given apologies for the previous meeting and it was agreed to remove Cllr Warner's name from the record of those present. The Chair amended the minutes accordingly and initialled the amendment. RESOLVED to confirm as a correct record the amended minutes of the HR Sub-committee meeting held on 27.07.2021. The Chair signed the minutes.
31	Staff – Market Officer (MO)
a	<u>Job description and person specification</u> The MO job description was reviewed and amended as follows: <ul style="list-style-type: none"> • post to be supervised by SM&SC; • requirement to assist with putting up/taking down gazebos to be deleted; • requirement to be involved with fire alarm-related activities to be deleted; • safe working duty to be amended to read "Take responsibility for maintaining a safe working environment during the setting up, operation and taking down of markets". The MO person specification was reviewed and it was agreed to remove the reference to the role including some heavy manual work such as setting up and taking down large gazebos.
b	<u>Contract terms</u> It was agreed that there should be a temporary contract ending on 31 March 2022 and that the post should be subject to a probationary period of two months.
c	<u>Recruitment process</u> It was agreed that the interview would be reduced to three or four key questions. In addition to this, candidates would be given a question in advance and would be asked to talk through their response at the interview.
Chairman's initials and date: <i>MWaller 16/11/21</i> 16 NOV 2021	

	It was agreed that members of the short listing/interview panel should be Cllrs Hinks and Jones and the SM&S Co-ordinator.
	It was agreed that the vacancy should be advertised for one week from 29 September via CWaC, ChALC, NTC noticeboards, NTC website and AMA/Neston Life (cost £45+VAT).
d	It was agreed to recommend to Resources & Policy Committee that a recommendation be made at the Council meeting on 28 September to undertake recruitment as outlined in 31a-c above.
32	Exclusion of the Press and Public
	RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of paragraph 1 (information relating to any individual) for items 33 and 34 and paragraph 3 (financial or business affairs of any particular person) for item 35.
Part 2: Items considered in the absence of the press and public	
33	Temporary Market and Admin Co-ordinator
	It was noted that the contract had ended and an exit interview had been conducted.
34	Staff – Market Officer (MO)
	It was noted that the officer temporarily appointed was no longer in post.
35	Appointment of an employment law advisor
	RESOLVED to approve continuation with the current provider for a period of one year from October 2021 at a cost of £157.55+VAT per month. It was agreed to research possible alternative methods of HR support that might be implemented from October 2022. Cllr Hinks and Cllr Smith to investigate further and report back to the HR Sub-committee in March 2022.

The meeting closed at 10.50am.

Signed  Date 16 NOV 2021