



Meeting (No) **HR SUB-COMMITTEE (3)**
Time & Date **Tuesday 27th July 2021 at 5pm**
Place **Neston Town Hall**
Document **Minutes**

In attendance: Councillors Hudspeth, Kynaston, Warner and Wastell and A Kunaj (Council Manager).

PART 1: Items considered in the presence of the press and public

Councillor Wastell called for nominations for Chair for the meeting.

Resolved for Cllr Kynaston to preside as Chair for this meeting.

20 Apologies for absence

Resolved to approve apologies for absence from Cllrs Hinks (personal) and Warner (Business).

21 Declarations of interest: No declarations of interest were received.

22 Minutes of the last meeting

Resolved to approve the minutes of the last HR Sub-committee meeting 08.06.2021 as a true and correct record. Cllr Kynaston signed the minutes.

23 Policies and Procedures

Members reviewed the Council's employment policies.

Resolved to approve the Council's employment policies:

- i. Annual Leave; with the replacement of the words 'to be' from the sentence beginning 'This amendment...' with 'was'
- ii. Code of Conduct for staff; with the replacement of the word 'held' with 'withheld' in item a) 5. and the addition of the words 'and for the Council Manager, approval should be sought from the Chairman of the Council' to the section 'Procedure for accepting and recording', first sentence.
- iii. Flexi-time; with the addition to item 4.3 of the words; 'occasional spot checks may be undertaken'
- iv. Increment
- v. Lone worker
- vi. Sickness and Attendance
- vii. Staff Process and Policies covered in the Staff Handbook (Whistleblowing, Harassment and Workplace Bullying, Disciplinary Procedure and Grievance Procedure)

24 Date of next meeting: Members agreed these would be held on an ad hoc basis.

25 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 it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Chairman's initial and date

AW 14/9/21

Part 2: Items considered in the absence of the press and public

26 Temporary Market and Admin Co-ordinator

Members noted that the probationary period has been completed.

27 Staff – Market Officer

- a Members noted that the probationary period has been completed.
- b Members noted the receipt of reports from market staff and one resident.
- c Members received and noted the brief report HR3/27c on the actions taken.

Meeting closed at 5.27pm.

Signed



Dated

14/9/21