



Meeting (No) **HR SUB-COMMITTEE (6)**  
 Time & Date **5pm 15<sup>th</sup> February 2022**  
 Place **Neston Town Hall**  
 Document **Minutes**

Present: Cllrs Kynaston, Jones (as a substitute for Cllr Warner) and Wastell and A Kunaj (Council Manager).

In attendance: Cllrs Griffith, Harper, Jackson and Marple.

The meeting was delayed and started at 6.10pm.

<b>PART 1: Items considered in the presence of the press and public</b>	
<b>Resolved</b> to elect Cllr Kynaston as Chair for the ensuing meeting, as both Chair and Deputy Chair were not present.	
<b>45</b>	<b>Apologies for absence</b>
	<b>Resolved</b> to approve apologies for absence from Cllrs Hinks and Hudspeth (personal) and Warner (business).
<b>46</b>	<b>Declarations of interest:</b> None.
<b>47</b>	<b>Minutes of the last meeting</b> - <i>This item was deferred.</i>
	To approve the minutes of the last HR Sub-committee meeting 16.11.2021.
<b>48</b>	<b>Market Officer</b> – <i>Items listed in 48 a &amp; b were deferred</i>
a	i. To note that the addendum to MO contract to cover some of the caretaker roles had been declined by that employee. ii. To note that the Market Officer had resigned. iii. To note that an exit interview had been conducted.
b	To note request from the Resources and Policy committee 14.12.2021, item 101, regarding options on how to address the issue of having no NTC employee to cover the Market Officer role. This has been superseded by committee decisions.
<b>49A</b>	<b>Caretaker and Market officer</b>
a	Members noted that a 20 hours per week Caretaker and Market officer role and job description had been approved by the Resources and Policy Committee at the meeting 08.02.2021 item 117d.
b	<b>Resolved</b> to approve the draft Caretaker and Market Officer person specification.
c	The committee considered the recruitment process and <b>Resolved:</b> i. That in addition to the FOC, NTC and Job Centre advertisements that the job is advertised on the AMA site at a cost of £45+VAT. ii. That the recruitment panel would consist of Cllr Hinks and the Senior Market & Support Officer, who would vet the applications for shortlisting of the Caretaker and Market Officer role, conduct the job interviews and make recommendation to Council for the employment of a named person as the Council's Caretaker and Market Officer.
Chairman's initial and date	

<b>49B</b>	<b>Exclusion of the Press and Public</b>
	<b>Resolved</b> 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.
Cllrs Griffith, Harper, Jackson and Marple left the meeting.	
<b>Part 2: Items considered in the absence of the press and public</b>	
<b>50</b>	<b>Caretaker and Market Officer</b>
	<b>Resolved</b> to approve contract of employment as outlined in paper HR6/50.
<b>51</b>	<b>Staff Health and Wellbeing - <i>This item was deferred.</i></b>
a	To note that regular welfare meetings are scheduled.
b	To consider the Occupation Health Assessment report HR6/51bi and noted update report HR6/51bii for the recommendations.
<b>52</b>	<b>Staff hours</b>
	<ul style="list-style-type: none"> <li>a. The current member of staff's working hours and recommendation as outlined in paper HR6/52a were considered.</li> <li>b. The committee agreed to make recommendation to Council as outlined in HR6/52a for a temporary amendment to a staff contract.</li> </ul>

Meeting closed at 6.20pm

**Signed**\_\_\_\_\_ **Dated**\_\_\_\_\_