



Meeting (No) **HR SUB-COMMITTEE (5)**
Time & Date **4.30pm on Tuesday 16th November 2021**
Place **Neston Town Hall**
Document **Minutes**

Present: Cllrs Hinks (Chair), Hudspeth, Kynaston, Wastell and Warner and A Kunaj (Council Manager).

PART 1: Items considered in the presence of the press and public	
36	Apologies for absence: None.
37	Declarations of interest: None.
38	Minutes of the last meeting
	Resolved to approve the minutes of the last HR Sub-committee meeting 14.09.2021 as a true and correct record. The Chair signed the minutes.
39	Staff – Temporary Market Officer (MO)
	Members noted that the position of temporary Market Officer had been accepted by Mrs Sophie O'Brien. The contract is effect from 25 th November until the end of March 2022.
40	Caretaker Role
a	The spreadsheet 'caretaker task' HR5/40a was considered by members.
b	Members considered the business case to support the employment of an NTC caretaker as outlined in paper HR5/40b. Members asked that by way of the Council Manager's report, a list of tasks that staff undertake is to be reported so that members can assess if any can be changed or stopped.
c	The committee recommend to Council that an offer of employment and addendum to contract for an additional two hours thirty minutes be made to the newly employed Market Officer in order to undertake caretaker tasks as outlined in spreadsheet HR5/40a within the time limits provided, to 31 st March 2022.
41	Staff Workloads
	<p>The evaluation of staff workloads as outlined in paper HR5/41 was considered. The importance of Councillors and staff focus was discussed. It was felt that a plan to fully encompass all the Council's activities and aspirations, especially that of communicating and engaging with residents was needed. Ideas for regular engagement with residents were discussed. Council would like to be more outward facing.</p> <p>The committee requested for an item to be placed on the full council agenda for 25th January's meeting for approval of the employment of an external contractor and quotations for consideration in order to assist with the facilitation of an effective and inclusive Council Plan and appropriate aligned objectives.</p>
Cllr Warner left the meeting.	
42	Staff Appraisals
	Members noted that staff appraisals for all staff have been conducted.
Chair's initial and date	

43	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.
Part 2: Items considered in the absence of the press and public	
44	Senior Market and Support Co-ordinator
	Members noted that a staff welfare meeting has taken place and that these are now scheduled to take place at 12–16 weekly intervals. Occupational health assessment quotations are to be tabled at a future meeting. The contractor as previously used, is preferred.

Meeting closed at 5.40pm

Signed_____ **Dated**_____