



Meeting (No) **Human Resources Committee (6)**
Time & Date **7th February 2017 at 6pm**
Place **Neston Town Hall**
Document **Draft Minutes**

Present: Cllrs Lloyd (Chair), Griffiths (substitute for Cllr Shipman) and Marlow and Miss A Duncan (Governance & Operations Manager).

Absent: Cllrs Fleetwood and Pilley.

In attendance: Mr S Jones, Ariadne Associates (Human Resources Advisor to the Council).

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

57 Questions and comments from residents

None.

58 Apologies for absence

RESOLVED to accept apologies from Cllr Shipman.

59 Declarations of Interest

None.

60 Minutes of the last meeting

RESOLVED to approve the minutes of the meeting held on 15 November 2016. The Chair signed the minutes.

61 Council Manager's report

The Committee received the Council Manager's report and noted that all staff probationary meetings and annual reviews had been completed.

62 Review of staff restructure

The Committee considered the process for a review of the staff restructure and agreed that Cllr Lloyd and the HR Consultant would meet with staff and report back to Council.

63 Strategic objectives

The Committee considered the current performance of strategic objectives report 2016/17 and agreed that the current all green performance status was accurate. No changes were made.

Mr Jones joined the meeting at 6.15pm.

64 HR Committee Budgets

The Committee considered an update report of the budgets and noted that anticipated spend for the current financial year was within budget.

65 Other Items

None.

66 Next meeting

Due to unforeseen circumstances the next meeting has been postponed.

The date will be confirmed and is expected to take place before the end of March 2017.

Chairman's initials and date:

16 MAY 2016

DC

67 Exclusion of the press and public

RESOLVED to exclude the public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

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

68 Health & Safety

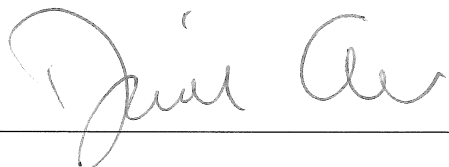
The Committee considered the requirements for provision of a health safety consultancy service for the Town Council and agreed to request that:

- a. The Finance and General Purposes Committee, being the budget holding committee for this expenditure, considers the quotations and appoints a contractor.
- b. The Council Manager provides guidance to the Finance and General Purposes Committee in relation to the requirements for the staff-related component of the contract specification.
- c. The Council Manager provides an overall written analysis for the Finance and General Purposes Committee of the current health and safety situation and future requirements.

69 Staff Contracts and issues

- 1 The Committee considered the request for a payment of additional hours for the RFO to cover extra hours worked to complete end of year accounts, external audit reports and meet with the internal auditor. The Committee refused this request on the basis that the process of annual audit fell within the existing provisions of the Finance Manager's job description, rather than being additional work. The Committee agreed to consider a request for additional hours should there be an increased workload as a result of the audit recommendations.
- 2 The Committee agreed, on the basis of the advice provided by the Council Manager, to recommend confirmation of staff appointments following probationary period.
- 3 The Committee received an oral report on the feedback from the staff meeting held on 30.01.2017.

The meeting closed at 7pm.

Signed  _____

16 MAY 2016
Date _____