



Meeting (No) **Human Resources Committee (5)**
Time & Date **15th November 2016 at 6pm**
Place **Neston Town Hall**
Document **Minutes**

Present: Cllrs Lloyd (Chair), Fleetwood, Marlow and Shipman, and Mrs A Kunaj (Council Manager)

In attendance: Mr S Jones, Ariadne Associates, Human Resources adviser to the Council.

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

45 Questions and comments from residents: None.

46 Apologies for absence

Resolved to approve apologies from Cllr Pilley (personal)

47 Declarations of Interest: None.

48 Minutes of the last meeting

Resolved: To approve minutes of meetings held on 27.10.16 as a true and correct record. The Chair signed the minutes.

49 Council Manager's report

Pensions Automatic Enrolment duties: Declaration of compliance with The Pensions Regulator under the Pensions Act 2008 was confirmed.

50 Strategic objectives

The committee received the performance of Strategic Objectives Report 2016/17. No further amendments are required for the current year.

51 HR Committee Budgets

a The committee considered the budget to 26.10.16, year-end projection and accompanying notes. The underspend on the overall projected figure of £107,840 against the revised budget of £110,200 was noted.

b The committee agreed recommendation of a budget of £118,050 for their budget requirements for 2017/18 to the Finance & General Purposes committee, subject to a decision on the increment policy (*item 55b – see below*)

The committee noted that the 2017/18 budget for HR consultant 4006 would revert to the original level of £3,000.

52 Other Items: None.

53 Next meeting was noted as 7th February 2017.

54 Exclusion of the Press and Public

Resolved: To exclude 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

55 Staff Contracts and issues

a Members were advised that the request for reduction in hours has been withdrawn. A letter will be issued to the member of staff to advise the contents of the records held on their personnel file.

Chairman's initial and date

ml 7/2/17

b *Increment policy for staff:*

Resolved: To adopt the following increment policy: -

1. Where a role is advertised on a salary scale, rather than a fixed spinal column point, the Council has adopted clear criteria for advancing from one point to the next
2. Any increment awarded will take effect on 1 April.
3. An increment will be awarded if an employee is working to a satisfactory standard. This will be based on their annual performance review.
4. For certain roles, the Council may put a "bar" on incremental rises above a certain point unless a specific qualification is achieved or a specific criteria met.
5. An increment will not be awarded unless an employee has been in their role for 6 months or more at 1 April (i.e. appointed to their role on or before 30 September).

c **Resolved:** To approve payment of additional hours of 28.50 hours from the Christmas Events budget for the Support Officer to support the Christmas Event.

d *Request for temporary variation in hours for Officers:*

Resolved: To approve temporary variation of hours to 30 hours per week commencing on 1st January 2017 ending 30th June 2017 for the Governance & Operations Manager.

Resolved: To approve temporary variation of hours to 37 hours per week commencing on 1st January 2017 ending 30th June 2017 for the Support Officer.

Resolved: That should the Support Officer include 'clerking and minuting' of meetings within the role during this time, the additional 7 hours would be paid at rate SP26.

A review of the arrangements is to be taken after three months

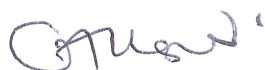
Cllr Fleetwood left the meeting.

At the committees request the Council Manager left the meeting.

56 Responses to Freedom of Information requests

The committee agreed to accept the offer from ChALC to, on behalf of Neston Town Council, respond to Freedom of Information and formal complaints in liaison with the Chairman of the Council and the Council Manager.

Signed:



Date:

CA 7/2/17