



Meeting (No) **Human Resources Committee (4)**
Time & Date **27 September 2016 at 6pm**
Place **Neston Town Hall**
Document **Draft - Minutes**

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

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

Absent: Cllr Marlow

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

29 Questions and comments from residents: None.

30 Apologies for absence were received and accepted from Fleetwood (personal)

31 Declarations of Interest: None.

32 Minutes of the last meeting

Resolved: To approve the minutes of meetings held on 21.06.16, 21.07.16 and 28.07.16 as true and correct records. The Chair signed the minutes.

33 Council Manager's report was received.

34 Strategic objectives

The committee Strategic Objectives Report and agreed that the human resources committee objectives touched on all of the Council's objective 1-10.

The outcomes, measures and current performance were agreed:

Outcome	Measure	Current rating
New staffing structure set that is fit for the purpose of the organisation	New staff and structure now in place	Green
Staff employed with skill sets to deliver objectives across the board	Full complement of staff employed	Green
Appraisals system in place	Performance Review forms approved February 2015	Green

35 HR Committee Budgets

- a** The committee budget figures were received. Following the restructure it was agreed that a virement of the salaries budget was required.

The committee *recommends* to Council that they approve a budget virement of the Town Centre committee salaries codes 4004 (centre 103) and 4401 (centre 401) to the Human Resources committee 4000 (centre 104), to correctly reflect the new structure.

- b** Budget planning: The report of the budget planning meeting held in August was noted.
- c** Members agreed to consider the staff training budget at the next HR meeting following staff appraisal outcomes.

36 Flexitime Policy

The Flexitime Policy report and recommendations for amendment to the scheme was welcomed and considered.

Resolved: To approve of the policy with the following additional amendments;

Chairman's initial and date GC 15/11/16

To add

Scope:

In addition, any flexitime procedure should, as far as is practicable, minimise lone working

Policy:

2. 'be reviewed periodically'

5. Staff must take a minimum break of 20 minutes if they work more than 6 hours in on day.

Amend

1. a) To read: The period of time to be calculated is 4 weeks, with no more than 80% in credit or 20% of debit of an employee's weekly contracted hours to be carried forward to the next 4 week period.

1.b) from '8.30 am to 8.00am'

3. substitute the word 'potential' with 'could'.

37 Health and Safety

- a Members noted that the Council's health and safety consultants have completed their annual inspections in July and updated the Council's Health and Safety handbook.
- b **Resolved:** To approve the handbook updates to include amendment of items 4.6 replacement of wording 'All visitors'... with 'Official Visitors', and item 4.8 to add 'Instructions provided by the Clerk of the meeting'.

38 Risk Assessment

- a **Resolved:** To approve the risk assessments for the Human Resources Committee.
The Council's HR consultant advised that a staff training policy was not necessary for an organisation as small as Neston Town Council.

39 Other Items: None.

40 Next meeting was confirmed as 15 November 2016.

41 Exclusion of the Press and Public

Resolved: To exclude members of 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

42 Assets and Events Manager

The recommendation for payment of a maximum 125 additional hours to cover management costs of the Christmas event to be charged to the Society and Culture committee Grants budget was considered.

Resolved: To approve payment of up to a maximum 125 additional hours to cover management costs of the Christmas event, and this would be charged (via journal transfer) to the budget allocation for the Christmas lights switch on event held within the grants and donations budget. Which has a cap of £8,000 including provision for the event management.

43 Staff Contracts

The committee agreed that additional information was required in order for them to make an informed decision before finalising the increment policy for staff. To be discussed at the next HR meeting.

Chairman's initial and date CLAL 15/11/16

15 NOV 2016

44 Staff request for reduction in hours

A request for a reduction in contracted hours was considered. Members agreed to consider this further at the next HR meeting.

Resolved: That where necessary agency staff would be employed to cover staff shortages.

Resolved: That a performance review in the presence of the HR consultant would be conducted.

Meeting closed at 7.25pm

Signed *Chen* Dated 15 NOV 2016