



Meeting (No)	HR SUB-COMMITTEE (5)
Time & Date	1pm on 3 March 2021
Place	Remote meeting via Zoom
Document	Minutes

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

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

37 Questions and comments from residents: None.

38 Apologies for absence: None.

39 Declarations of interest: None.

40 Minutes of the last meeting

Resolved to approve the minutes of the last HR Sub-committee meeting 14.01.2021.
The minutes will be signed at the next face to face HR Sub-committee meeting.

41 Flexi policy

Members considered the revised draft policy HR5/41. Members approved amendments to the policy; to add at the beginning of 3.2 "Some roles are not compatible for flexitime"; to add at the end of 3.3 "Flexitime is subject to prior approval by the line manager. An email must be sent to your line manager at the end of each day and at the start of each day if this is before 8am."

Resolved to approve the Flexi policy as outlined in report HR5/41 with the approved amendments.

42a Annual Appraisals

Members considered the current Elcons appraisal templates, noting that the employee appraisal form completed by the employee is not handed to the appraiser. It was agreed that the two employee appraisal forms will be merged and that a standard letter template be composed for employees informing of the process and who would conduct the appraisal, in preparation for each appraisal. Cllr assistance to be provided.

Resolved to approve use of merged annual appraisal forms HR5/42a as provided by Elcons for all staff appraisals.

42b 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

43 Market Officer updates

- a The induction and probationary report HR5/43a was considered.

Resolved to approve recommendations as outlined in the HR5/43a report.

Chair's initial and date

AWA

AWA

- b The MO contract and pay report HR5/43b, part one was withdrawn.

A decision on the return of the Market Officer was made HR5/43b, part two of the report.

44 Senior Market and Support Co-ordinator

- a An oral report on the absence of the Senior Market and Support Co-ordinator was received.
- b Members received and noted report HR5/44b on dispensation.

45 Staff remuneration

Members considered the Council Manager's report HR5/45.

Resolved remuneration and payments for staff as outlined in report HR5/45

46 Date of next meeting

Members agreed that HR Sub-committee meetings would continue to be on an ad hoc basis.

Meeting closed at 1.50pm

Signed



Dated

26/2021