

	Meeting (No)	HR Committee (2)
	Time & Date	11am Tuesday 8 September
	Location	Neston Town Hall
MINUTES		

Present: Cllrs Wastell (Chair), Davies, Griffiths (substitute for Cllr Adderley), Hudspeth and Kynaston (substitute for Cllr Jones).

In attendance: A Duncan (Community & Environment Manager) and T Godfrey (Finance Manager).

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

11 Public Participation

No members of the public were present.

12 Apologies for Absence

The Committee received apologies from Cllr Adderley (business) and Cllr Jones (business) and **RESOLVED** to accept the reasons for absence.

13 Declarations of Interest

No declarations of interest were received.

14 Minutes of the Last Meeting

RESOLVED to confirm the accuracy of the minutes from the HR Committee meeting held on 02/06/26. The Chair signed the minutes.

15 Scheme of Delegation: Allocation of Additional Hours

RESOLVED to provide delegated authority to the Chief Officer to allocate additional hours for the specific purpose of alleviating pressures of unplanned short-term staff absence within the parameters set out below.

Delegation Parameters

- a) The purpose of this scheme of delegation is to alleviate pressures of short-term unplanned staff absence. The scheme does not extend to planned absence such as annual leave or to the mitigation of workload pressures unrelated to staff absence.
- b) For the purposes of this scheme of delegation, the duration of a single episode of short-term absence is defined as being no more than one calendar month.
- c) Hours to be allocated to existing part-time Neston Town Council employees only.
- d) Additional hours to be paid at an employee's standard rate of pay.
- e) The delegation requires the Chief Officer to consult the RFO and to confirm the availability of funds prior to allocation of additional hours.

Chair's initials and date:

- f) Delegated authority will not exceed a combined maximum of 37 hours in any single financial year (ie the equivalent of one full time week in total per year, rather than one week per part-time employee per year).
- g) Additional hours to be allocated only if the Chief Officer decides that they are required for the smooth-running of the organisation.
- h) This scheme of delegation excludes the employment of interim staff.
- i) In the absence of the Chief Officer, this delegated authority will be assumed by the Deputy Chief Officer.

16 Date of the Next Meeting

It was noted that the next scheduled meeting would be held on 10/11/26 or sooner on an ad hoc basis if required.

The meeting closed at 11.10am.

Signed _____ Date _____