Motherwell, 1 March 2016 at 2 pm.

A Meeting of the POLICY AND RESOURCES (HUMAN RESOURCES) SUB-COMMITTEE

PRESENT

Councillor Grant, Convener; Councillors Chadha, S. Coyle, Goldie, Graham, Higgins, W. Hogg, Irvine, Johnston, Jones, Kelly, Shevlin, Stocks and Zambonini.

CHAIR

Councillor Grant (Convener) presided.

IN ATTENDANCE

The Administrative Officer (Committee and Civic Governance Services); Head of Human Resources, Chief HR Officer (Policy and Training), and Chief HR Officer (Operations).

APOLOGIES

Councillors McKay and McLaren.

CONVENER'S REMARKS

The Convener advised Members that it was Iris Wylie, Head of Human Resources' last meeting of the Policy and Resources (Human Resources) Sub-Committee as she was retiring. The Convener personally thanked Iris for her support and also her contribution to the Council over the last 17 years and wished her well in her retirement. The Sub-Committee showed their appreciation in the usual manner.

DECLARATIONS OF INTEREST IN TERMS OF THE ETHICAL STANDARDS IN PUBLIC LIFE ETC. (SCOTLAND) ACT 2000

1. There were no declarations of interest.

MINUTES OF MEETINGS OF SUB-COMMITTEES

2. There were submitted the Minutes of the meetings of the Policy and Resources (Human Resources Appeals) Sub-Committee of 17 and 23 November 2015 and the Policy and Resources (Human Resources Early Retirement) Sub-Committee held on 14 December, 21 January and 22 February 2016.

Decided: that the Minutes be approved and noted.

JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT EMPLOYEES - MINUTE OF 1 DECEMBER 2015

3. There was submitted the Minute of the meeting of the Joint Consultative Committee for Local Government Employees held on 1 December 2015 as detailed in the Annex to this Minute.

Decided: that the Minute be approved and noted.
POLICY AND RESOURCES COMMITTEE - 17 DECEMBER 2015 – FUTURE PRIORITIES OF THE COUNCIL AND DELIVERY MODEL

4. With reference to paragraph 2 of the Minute of the meeting of the Policy and Resources Committee held on 17 December 2015, when, inter alia, that Committee, having considered a report dated 9 December 2015 by the Chief Executive (1) agreed the revised Corporate Structure, and (2) remitted the report to this Sub-Committee for information, there was submitted the said report by the Chief Executive.

Decided: that the terms of the report be noted.

REVIEW OF SPECIAL LEAVE POLICY

5. There was submitted a report dated 1 February 2016 by the Head of Human Resources regarding feedback received during a recent consultation exercise on the Special Leave Policy and seeking approval of the updated Policy which was attached as Appendix 1 to the report, with comments received during the consultation process attached as Appendix 2 to the report (1) outlining the background to, and the need for, the Special Leave Policy for Council employees; (2) advising that the HR Network, a Policy Review Group, had recognised that the current Special Leave Policy was considered to be no longer fit for purpose, as the working environment of the Council had become more flexible; (3) detailing within the report, all key changes to the Policy with regard to bereavement leave, support for dependents, carers leave, maternity support leave, leave for non-emergency medical appointments, holidays or festivals of religious or ethnic groups and interviews; (4) intimating that the draft Policy had been sent to the Joint Trade Unions (JTU) and the Employee Equality Forum (EEF) for comment, however only the EEF had submitted a number of comments, and (5) indicating that as a result of the EEF’s comments, the draft Policy had been amended to reinforce the Council’s commitment to disabled employees and the responsibilities under the Equality Act 2010 to make reasonable adjustments, where appropriate.

Decided:

(1) that the proposed changes to the Special Leave Policy be approved, and

(2) that the report be otherwise noted.

QUARTERLY ABSENCE STATISTICS - OCTOBER TO DECEMBER 2015

6. There was submitted a report dated 1 February 2016 by the Head of Human Resources providing (1) absence statistics, together with a breakdown of absence figures for each Service of the Council for the period 1 October to 31 December 2015, and (2) a comparison of Quarter 3 of 2014/15 and Quarter 2 of 2015/16.

Decided: that the report be noted.
ANNEX

Motherwell, 1 March 2016 at 2 pm.

A Meeting of the JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT EMPLOYEES

IN ATTENDANCE

The Chief Committee Services Manager.

APOLOGIES

Councillor Grant (Convener); Councillors Chadha, Griffin, Irvine, Kelly, McKay, McKenna, McLaren, Morgan, Stocks, Alan Valentine and Zambonini.

ADJOURNMENT OF MEETING

1. In the absence of the necessary quorum, in terms of Standing Order 56(H)(b) the meeting stood adjourned.