



Employment and Appeals Committee Minutes

The minutes of the Employment and Appeals Committee meeting of Wyre Borough Council held on Monday, 19 February 2024 at the Committee Room 2 - Civic Centre.

Employment and Appeals Committee members present:

Councillors Cartridge, Ibison and C Walker

Officers present:

Olivia Cordingley, Human Resources Advisor

Marianne Unwin, Democratic Services and Scrutiny Manager (Temporary)

Marc Whittaker, Senior Human Resources Advisor

No members of the public or press attended the meeting.

12 **Declarations of interest**

None.

13 **Confirmation of minutes**

The minutes of the meeting of Employment and Appeals Committee held on 30 October 2023 were **confirmed** as a correct record by those who were in attendance.

14 **Policy Review**

The Human Resources Manager, Jane Collier, submitted a report presenting five policies and procedures that had been amended.

Marc Whittaker, Senior Human Resources Advisor, introduced the report and provided members with a brief overview of the policies.

14a Agency Workers Policy

Marc introduced the policy. He noted that the Council's procurement process for agency staff had changed. Managers may approach various agency companies directly; however, they were required to conduct proper due diligence checks to ensure that the Council was getting the best value.

In response to questions from members, Marc clarified that managers were required to obtain a number of quotes from different agencies and that all potential agency staff would be interviewed prior to official appointment.

Marc responded to a question about the length of time the Council might employ an agency staff member and the associated costs. He explained that the Council would normally use temporary agency workers to provide additional resources for short term assignments of less than 12 weeks. Longer periods may occasionally be used to provide cover for sickness absence or to cover absence during the recruitment process.

14b Probationary Policy and Procedure

Marc introduced this policy and explained that there had been minor amendments made throughout this policy. He added that this policy worked well.

14c Purchase of Additional Annual Leave Policy

Marc explained the policy and noted the small changes made to sections 1.2, 3.2, and 4.3. This policy was now added to the new template.

14d Recruitment and Selection Policy

Marc introduced the policy and indicated that there were minimal changes. During the recruitment process, managers used the Recruitment and Selection Guidelines - Managers' Handbook in addition to this policy.

14e Pay and Time Off In Lieu Policy

Marc introduced the policy. He highlighted that the staff subsistence allowance had been updated to reflect the NJC rates of subsistence.

Members made several comments regarding the updated subsistence allowance.

Marc responded to a question regarding the uptake of the relocation allowance. He added that an officer granted the allowance, who leaves the Council within three years of taking up an appointment, would be required to repay up to a total maximum of the total amount of allowance.

Marc responded to further questions about the impact of the Council's flexible working and carers leave policies following the introduction of the Carer's Leave Act from 6 April 2024. He confirmed that the Council had existing policies in place for carers and flexible working and any impacted policies would be submitted to the Employment and Appeals

Committee at the next meeting.

15 Decision taken

After further discussions, the committee **approved** each of the following Human Resources policies and arrangements:

- Agency Workers Policy
- Probationary Policy Procedure
- Purchase of Additional Annual Leave Policy
- Recruitment and Selection Policy
- Pay and Time off In Lieu Policy

The meeting started at 6.00 pm and finished at 6.18 pm.

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