



## Employment and Appeals Committee Minutes

The minutes of the Employment and Appeals Committee meeting of Wyre Borough Council held on Monday, 6 July 2015 at the Committee Room 2, Civic Centre, Poulton-Le-Fylde.

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### Committee members present:

Councillor Rita Amos  
Councillor Simon Bridge  
Councillor Graham Holden

Councillor Natalie Reeves  
Councillor Ann Turner  
Councillor Val Wilson

### Apologies:

Councillors Barry Birch, Ian Duffy, Ruth Duffy and Julie Robinson.

### Officers present:

Liesl Hadgraft (Head of Business Support)  
Roy Saunders (Democratic Services and Scrutiny Manager)

No members of the public attended the meeting.

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### 1 Election of Chairman and Vice-Chairman

Councillor Turner was elected as Chairman.

Councillor Robinson was elected as Vice-Chairman.

### 2 Declarations of interest

None.

### 3 Confirmation of Minutes

The committee confirmed the minutes of the meeting held on 9 March 2015 as a correct record.

#### **4 Policy Review**

The Head of Business Support submitted a report presenting one new policy and four of the council's existing Human Resources Policies, which had been reviewed and updated. She explained the changes that had been made to the existing policies and the content of the new policy on flexible working and the reasons for them.

The committee discussed the additions and amendments proposed and asked a number of questions about the policies to which the Head of Business Support provided appropriate clarification.

**Resolved** that the new Flexitime Working Policy and revisions to the following Human Resources Policies be approved

- Promoting Attendance Controlling Absence Policy
- Capability Procedure
- Redundancy Policy and Selection Procedure
- Driving at Work Policy

#### **5 Date and time of next meeting**

6pm on Monday 2 November 2015

The meeting started at 6.00 pm and finished at 6.30 pm.

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