



Employment and Appeals Committee Minutes

The minutes of the Employment and Appeals Committee meeting of Wyre Borough Council held on Monday, 22 February 2021 via WebEx. Members of the public were able to view the meeting via YouTube.

Employment and Appeals Committee members present:

Councillors R Amos, Collinson, Armstrong, Lady D Atkins, Baxter, P Ellison, Fairbanks, Holden, Le Marinel and Swales

Officers present:

Duncan Jowitt, Democratic Services Officer
Marianne Unwin, Assistant Democratic Services Officer
Emma Keany, Democratic Services Officer
Jane Collier, Senior Human Resources Advisor
Marc Whittaker, Human Resources Advisor

7 Apologies for absence

None.

8 Declarations of interest

None.

9 Confirmation of Minutes

The Committee confirmed the minutes of the Employment and Appeals Committee meeting held on 2 November 2020 as a correct record.

10 Policy Review

The Head of Business Support submitted a report presenting seven of the Council's existing Human Resources policies and procedures that had been reviewed and updated.

The Senior Human Resources Advisor, Jane Collier, introduced the report and provided members with a brief overview of the proposed policy amendments.

(a) **Recruitment and Selection Policy**

The Senior Human Resources Advisor introduced this policy to members and explained that the amendments were relatively minor.

She brought the Committee's attention to Section 2.2, regarding a point of clarification on volunteers. Also, she stated that the policy included a section on reasonable interview expenses.

(b) **Agency Worker Procedure**

Mrs Collier summarised that Section 4.5 had been updated to include that if a pregnant agency worker is unable to complete their assigned work due to health and safety reasons, then it is the responsibility of the agency to find more suitable work.

In addition, she said that Section 4.6 included updated details on the equal treatment of agency workers and appropriate comparators.

(c) **Maternity, Paternity and Adoption Policy**

The Senior Human Resources Advisor explained that the amendments to this policy were considered due to the recent and on-going impact of the COVID-19 pandemic. She proclaimed that the risk assessment for pregnant workers (Section 3.2) now included a consideration of vulnerability in a pandemic situation.

Councillor Collinson joined the meeting during the discussions of this item (4c) after having some technical difficulties.

(d) **Pay and TOIL Policy**

The Senior Human Resources Advisor, explained that amendments to the Pay and TOIL Policy usually came before the Employment and Appeals Committee on a recurring basis.

She stated that this review was part of the three yearly process. The main amendment to this policy was an inclusion of information about relocation expenses.

(e) **Probationary Policy and Procedure**

Mrs Collier explained to members that there had been amendments made to the 'WOW' corporate values. She expressed the importance of these values and informed members that they are communicated to the staff of Wyre in their first few months of employment.

A further amendment she updated members on was at Section 3.2 of the Probationary Policy and Procedure. Mrs Collier clarified that if a member of staff unfortunately wanted to leave the council while they

are in their probation phase then they must provide their contractual notice.

(f) **Purchase of Additional Annual Leave**

The Senior Human Resources Advisor presented this policy and explained that it included only minor amendments, but that she was happy to take any questions from members.

(g) **Volunteer Policy**

The Senior Human Resources Advisor explained that the Volunteer Policy had been reviewed in conjunction with the Volunteer Coordinator in order to be in line with current best practice.

She explained that within Section 5.1 it included a recognition that staff were entitled to one day leave per year for voluntary or charity work through the Well-being Champion Scheme. She also stated that staff were entitled to unpaid leave.

Questions were raised by members around the rationale of the allowance of one day per year.

Mrs Collier explained that this was relatively in line with many other Local Authorities and she highlighted the Council's recognition of additional unpaid leave. Regarding the number of days, she stated that if the committee approved the **Volunteer Policy** she would be happy to go back to the Management Team to discuss this further and then bring this policy back to the next Employment and Appeals meeting.

Decisions taken:

Following discussion, the Committee approved all of the following reviewed Human Resources Policies and Procedures:

- **Recruitment and Selection Policy**
- **Agency Worker Procedure**
- **Maternity, Paternity and Adoption Policy**
- **Pay and TOIL Policy**
- **Probationary Policy and Procedure**
- **Purchase of Additional Annual Leave**
- **Volunteer Policy**

The Chair concluded by thanking the Senior Human Resources Advisor for her contribution and attendance.

The meeting started at 6.00 pm and finished at 6.36 pm.

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