

Minutes of a Meeting of the Human Resources Committee held in the Council Chamber, Council Offices, Brympton Way, Yeovil BA20 2HT, on Wednesday, 10 July 2024 at 10.00 am

Present:

Cllr Theo Butt Philip (Chair)

Cllr Mark Healey

Cllr Andy Kendall

Cllr Graham Oakes

Cllr Emily Pearlstone

Cllr Faye Purbrick

Cllr Leigh Redman

Cllr Simon Coles

Cllr Martin Lovell

Cllr David Woan

32 Apologies for Absence - Agenda Item 1

Apologies were received from Councillors David Fothergill, Bente Height, Liz Leyshon, Tony Robbins, Mike Stanton and Sarah Wakefield.

33 Minutes from the Previous Meeting - Agenda Item 2

Resolved that the minutes of the Human Resources Committee held on 26 March 24 be confirmed as a correct record.

34 Declarations of Interest - Agenda Item 3

There were no declarations of interest declared.

35 Public Question Time - Agenda Item 4

There were no public questions brought to the committee.

36 Health and Safety Policies - Agenda Item 5

Daniel Thomas, Health, and Safety Strategic Manager introduced the report and discussed the policies for sign off. The following points were raised and discussed:

- It was confirmed that the Retention of Records Policy will now be reported to the Scrutiny for Corporate and Resources Committee as part of the ongoing review for the corporate records retention policy.
- The Executive Director suggested that once finalised an Information Sheet be sent to all Members to provide an overview of the final policy.
- Training for elected members on Display Screen Equipment (DSE)
- Regular internal reminders in communications for DSE

After considering and discussing the report and appendices the Committee:

1. Noted that the Retention of Records Policy will now be reported to the Scrutiny for Corporate and Resources committee as part of the ongoing review of the corporate records retention policy. The Executive Director suggested that once finalised an Information Sheet be sent to all Members to provide an overview of the final policy.
2. Approve the following policies:
 - Working Alone Policy
 - Radon Policy
 - Hand Arm Vibration Policy
 - Display Screen Equipment (DSE) Policy
 - Driving your Personal Vehicle for Work Policy
 - Supporting Wellbeing, Work Related Stress Policy.

37 HR Policies - Agenda Item 6

Sarah Welland, Service Manager HR Policy, and Projects introduced the report and the policy for approval. The following points were raised and discussed:

- The ability for staff to opt out of working time regulations.
- Staff can opt out of 48 hour working week.
- Only staff who are under list of exemptions can opt out of the 11 hour breaks between shifts regulations.

The Committee after considering the refreshed Career Break Policy agreed

to approve the:

- Homeworking Policy

38 Workforce Update - Agenda Item 7

Dawn Bettridge, interim service director of workforce introduced the presentation on an update on workforce. The following points were raised and discussed:

- Completion of consultation on council restructuring.
- Remaining restructure (phase 2 and 3) beginning in September.
- The number of voluntary redundancy applications refused.
- The process of deciding the acceptance/refusal process
- The pay structure refresh
- Recruitment update

RESOLVED. The committee noted the update.

39 Committee Work Programme - Agenda Item 8

The committee considered and agreed the workplan for the next meeting.

(The meeting ended at 11.15 am)

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CHAIR