

Minute

Human Resources Sub-committee

Tuesday, 1 February 2022, 14:00.

Microsoft Teams.



Present

Councillors W Leslie Manson, Alexander G Cowie, Robin W Crichton, Steven B Heddle, John T Richards, Gwenda M Shearer, James W Stockan and Duncan A Tullock.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Gareth Waterson, Interim Executive Director of Finance, Regulatory, Marine and Transportation Services.
- James Wylie, Executive Director of Education, Leisure and Housing.
- Gavin Mitchell, Head of Legal Services.
- Hazel Flett, Senior Committees Officer.
- Craig Walker, Senior Human Resources Adviser.

Observing

- Rebecca McAuliffe, Press Officer

Declarations of Interest

- Councillor Stephen B Heddle – Item 2.
- Councillor Gwenda M Shearer – Item 2.
- Councillor Duncan A Tullock – Item 2.

Chair

- Councillor W Leslie Manson.

1. Form of Voting

The Sub-committee resolved that, should a vote be required in respect of the matters to be considered at this meeting, notwithstanding Standing Order 21.4, the form of voting should be by calling the roll (recorded vote).

2. Annual Leave and Public Holidays – Policy and Procedure

Councillors Steven B Heddle, Gwenda M Shearer and Duncan A Tullock declared non-financial interests in this item, in that close family members were employed by the Council, but concluded that their interests did not preclude their involvement in the discussion.

After consideration of a report by the Executive Director of Education, Leisure and Housing, together with an Equality Impact Assessment, copies of which had been circulated, and after hearing a report from the Senior Human Resources Adviser, the Sub-committee:

Noted:

2.1. That the Council currently had a range of varying terms and conditions of service, statutory requirements and guidance in relation to Annual Leave and Public Holidays, but no single policy and procedure.

On the motion of Councillor James W Stockan, seconded by Councillor Robin W Crichton, the Sub-committee resolved to **recommend to the Council**:

2.2. That the Annual Leave and Public Holidays – Policy and Procedure, attached as Appendix 1 to this Minute, be approved.

3. Conclusion of Meeting

At 14:13 the Chair declared the meeting concluded.

Signed: W Leslie Manson.