

# **Notice of Meeting and Agenda**

## **Human Resources Sub-committee**

Venue: **Microsoft Teams.**

Date: **Tuesday, 31 August 2021.**

Time: **14:15.**



Dear Councillor,

You are invited to attend the above meeting.

A note of the business to be considered is attached.

**John W Mundell OBE,**

**Interim Chief Executive.**

### **Contact**

Clerk Name: Sandra Craigie.

Clerk Email: [committees@orkney.gov.uk](mailto:committees@orkney.gov.uk).

### **Further Information**

Due to COVID-19 restrictions, this meeting is not open to the public.

This agenda and associated reports are available in portable document format (pdf) at <https://www.orkney.gov.uk/>

## Order of Business

1. Apologies.

2. Declarations of Interest.

Members are asked to consider whether they have an interest to declare in relation to any item on this agenda. Any member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.

3. Form of Voting.

In terms of Standing Order 21.4, the form of voting at meetings of the Human Resources Sub-committee is by a show of hands. It is proposed that, as the meeting is being conducted via Microsoft Teams, notwithstanding Standing Order 21.5, (procedural votes are by a show of hands) should a vote be required, the form of voting to be adopted should be by calling the roll (recorded vote).

4. Maternity and Paternity Policy - report by Executive Director of Education, Leisure and Housing **to follow**.

5. Temporary Policy on Overtime and Time off in Lieu (TOIL) - report by Executive Director of Education, Leisure and Housing **to follow**.