

## Minute

### Human Resources Sub-committee

Thursday, 7 November 2019, 14:15.

Council Chamber, Council Offices, School Place, Kirkwall.



### Present

Councillors W Leslie Manson, Robin W Crichton, Steven B Heddle, John T Richards, Gwenda M Shearer, Graham L Sinclair, James W Stockan, and Duncan A Tullock.

### Clerk

- Hazel Flett, Senior Committees Officer.

### In Attendance

- Gareth Waterson, Head of Finance.
- Gavin Mitchell, Head of Legal Services.
- Andrew Groundwater, Head of HR and Performance.

### Declarations of Interest

- No declarations of interest were intimated.

### Chair

- Councillor W Leslie Manson.

## 1. Disclosure of Exempt Information

The Sub-committee noted the proposal that the public be excluded from the meeting for consideration of Appendices 1 and 3 of Item 2, as the business to be discussed involved the potential disclosure of exempt information of the class described in the relevant paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## 2. Human Resources – Annual Overview

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Head of HR and Performance, the Sub-committee:

Scrutinised the statistics and data relating to the Council's workforce and human resource activities, as outlined in sections 5 to 7 of the report by the Executive Director of Corporate Services, and obtained assurance, subject to the discussion at paragraph 4 below.

### **3. Whistleblowing Policy and Procedure**

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, the Sub-committee:

Resolved to **recommend to the Council** that the revised Whistleblowing Policy and Procedure, attached as Appendix 1 to this Minute, be approved.

### **4. Human Resources – Annual Overview**

On the motion of Councillor W Leslie Manson, seconded by Councillor James W Stockan, the Sub-committee resolved that the public be excluded from the meeting for further discussion of this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

After hearing representations from Councillor Duncan A Tullock regarding the detailed statistics relating to sickness absence, contained in Appendix 3 of the report by the Executive Director of Corporate Services, the Sub-committee:

Noted elected members' concerns regarding trends within the data sets in respect of sickness absence and the expectation that the Corporate Management Team would take proactive steps in an attempt to address, what the Sub-committee considered to be, less than acceptable trends in specific service areas.

### **5. Conclusion of Meeting**

At 15:00 the Chair declared the meeting concluded.

Signed: L Manson.