



Human Resources Committee –Draft Minutes

Friday 8 March 2024

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| Venue: | CPCA Meeting Room Suite, Pathfinder House, Huntingdon PE29 3TN | |
| Time: | 10.05am – 11.34 | |
| Present: | Mayor Dr Nik Johnson Councillor Anna Smith Councillor John Howard Councillor Jackie Allen Councillor Lucy Nethsingha | Chair and CPCA Mayor Cambridge City Council Peterborough City Council Peterborough City Council Cambridgeshire County Council |

Minutes:

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| 1 | Apologies for Absence and Declarations of Interest |
| 1.1 | No apologies were received. No declarations of interest were made. |
| 2 | Minutes of the Previous Meetings. |
| 2.1 | The minutes of the Employment Committee meetings held on 16 November 2023 were approved as an accurate record. |
| 3 | Human Resources Policies |
| 3.1 | Nicky McLoughlin, Assistant Director of Human Resources, introduced the report which asked the Human Resources Committee to review and agree the HR Policies attached as appendices to the report. Donya Taylor, HR Business Partner, was also in attendance to comment and answer Members' questions. |
| 3.2 | <p>The following points were highlighted to members:</p> <ul style="list-style-type: none">• The Absence Management Policy now includes reference to the informal process which was already happening• An update has been made to the Family Leave Policy to include a new Fertility Treatment Policy.• Both the Time Off Policy and Organisational Change Policy have been re-ordered to make things clearer, with the latter now also including details of the process with Trade Unions.• The Travel and Expenses policy now includes a more robust process for claiming expenses following audit recommendations• The TUPE Policy has been separated from the Organisational Change Policy• The Pay Policy has been updated to ensure transparency around Senior Manager pay. There is no expectation of this for Combined Authorities, but it is appropriate for this information to be in the public domain. <p>Regarding the Fertility Treatment Policy, members discussed the length of time this could apply for, as in some cases treatment could continue over a number of years. It was proposed that additional wording should be added to outline that this would be considered on a case-by-case basis in discussion with HR.</p> |

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| 3.3 | <p>Officers confirmed that the policy changes and new policy would be communicated to staff and sessions arranged to ensure there is understanding of how the different policies can be applied.</p> <p>The Chief Executive highlighted that the high number of applications the authority is currently receiving for advertised roles, alongside the feedback received from new starters, showcases how the culture and feel of the organisation is really positive.</p> <p>RESOLVED (UNANIMOUS):</p> <p>The Human Resources Committee unanimously resolved to:</p> <ul style="list-style-type: none"> A Approve the amendments to the HR Policies set out in paragraph 3.5 and 3.6 of the report B Approve the proposed new HR Policy set out in paragraph 3.7 of the report <p>ACTIONS:</p> <ul style="list-style-type: none"> 1 Wording to be added to the Fertility Treatment Policy to reflect discussions at the Committee. |
| 4 | <p>Exclusion of the Press and Public</p> |
| | <p>It was resolved to exclude the press and public from the meeting on the grounds that exempt information under Part 1 of Schedule 12A the Local Government Act 1972, as amended, would be discussed and that it would not be in the public interest for this information to be disclosed. That is, information relating to an individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption was deemed to outweigh the public interest in the information's release.</p> |
| 5 | <p>Shortlisting for the Role of Executive Director for Resources and Performance</p> |
| 5.1 | <p>The Committee received the report from the Andrew Tromans, Penna.</p> |
| 5.3 | <p>RESOLVED (UNAMINIOUS)</p> <ul style="list-style-type: none"> A Recommend the shortlisting of two candidates to go forward to interview for the role of Executive Director for Resources and Performance. |
| 6 | <p>Shortlisting for the Role of Director for Legal, Governance and Monitoring Officer</p> |
| 6.1 | <p>The Committee received the report from the Andrew Tromans, Penna.</p> |
| 6.3 | <p>RESOLVED (UNAMINIOUS)</p> <ul style="list-style-type: none"> A Recommend the shortlisting of two candidates to go forward to interview for the role of Director for Legal and Governance and Monitoring Officer |
| 7 | <p>Date of Next Meeting</p> |
| 7.1 | <p>The date of the next meeting was confirmed as Wednesday 13 March 2024</p> |

Meeting Ended: 11.34am