

Minute

Human Resources Sub-committee

Tuesday, 31 January 2023, 14:00.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors Alexander G Cowie, James R Moar, John A R Scott, Ivan A Taylor and Duncan A Tullock.

Present via remote link (Microsoft Teams)

Councillor Gwenda M Shearer.

Clerk

- Hazel Flett, Service Manager (Governance).

In Attendance

- Karen Greaves, Corporate Director for Strategy, Performance and Business Solutions.
- Gavin Mitchell, Head of Legal and Governance.
- Andrew Groundwater, Head of Human Resources and Organisational Development.
- Emma Chattington, Senior Organisational Development Adviser.

In Attendance via remote link (Microsoft Teams)

- Sandra Craigie, Committees Officer.

Apologies

- Councillor James W Stockan.
- Councillor Heather N Woodbridge.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Hazel Flett, Service Manager (Governance) (for Item 1).
- Councillor John A R Scott (for Items 2 and 3).

1. Appointment of Chair

As both the Leader and Depute Leader had intimated their apologies, the Clerk invited nominations for Chair for this meeting, and the Sub-committee:

Resolved that Councillor John A R Scott be appointed Chair for this meeting.

Councillor John A R Scott took the Chair for the remainder of the meeting.

2. Supporting our People through the Menopause – Policy

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, and after hearing a report from the Head of Human Resources and Organisational Development, the Sub-committee:

Noted:

2.1. That the Council did not currently have a specific policy position in terms of support to employees experiencing symptoms of the menopause, with any issues that currently arose for employees being considered through policies on Sickness Absence Management or potentially Flexible Working policies if the employee was to require workplace adjustments.

2.2. That the existing policies, referred to at paragraph 2.1 above, did not provide anything specific in policy terms or guidance for staff and managers regarding the menopause.

2.3. That it was considered good practice to provide guidance, training and support regarding workplace issues associated with the menopause.

2.4. The draft policy, Supporting our people through the menopause, together with the draft Guide for Managers: Supporting our people through the menopause, attached as Appendices 1 and 2 respectively to the report by the Corporate Director for Strategy, Performance and Business Solutions.

The Sub-committee resolved to **recommend to the Council:**

2.5. That the policy on Supporting our people through the menopause, attached as Appendix 1, to this Minute, be approved.

3. Conclusion of Meeting

At 14:11 the Chair declared the meeting concluded.

Signed: John A R Scott.