

Minute

Human Resources Sub-committee

Tuesday, 2 November 2021, 14:00.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors W Leslie Manson, Alexander G Cowie, Robin W Crichton, Steven B Heddle, John T Richards 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.
- Andrew Groundwater, Head of HR and Performance.

Observing

- Lorraine Stout, Press Officer.

Apologies

- Councillor Gwenda M Shearer.
- Councillor James W Stockan.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor W Leslie Manson.

1. Leave of Absence Policy

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 Head of HR and Performance, the Sub-committee:

Noted:

1.1. That the Council's policy in respect of Leave of Absence was last reviewed in October 2016.

1.2. The revised Leave of Absence Policy, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing, which had been amended to ensure it was fully compliant and up to date with relevant employment law, statutory provisions and existing terms and conditions of employment.

Councillor Steven B Heddle moved that the revised Leave of Absence Policy, incorporating minor points and typographical errors raised by members, be approved.

On receiving no seconder his motion fell.

On the motion of Councillor Duncan A Tullock, seconded by Councillor W Leslie Manson, the Sub-committee resolved to **recommend to the Council**:

1.3. That the revised Leave of Absence Policy be approved, subject to incorporating minor points and typographical errors raised by members, and section 3.8.1 of the policy being amended as follows:

- Leave of Absence with pay, up to a maximum of two days, will be granted to employees who wish to attend their own graduation ceremony provided the qualifications directly relate to their employment and leave of absence is approved in advance with line management.

1.4. That the revised Leave of Absence Policy, attached as Appendix 1 to this Minute and incorporating the amendments referred to at paragraph 1.3 above, be approved.

2. Conclusion of Meeting

At 14:31 the Chair declared the meeting concluded.

Signed: W Leslie Manson.