

KNOWSLEY TOWN COUNCIL

MINUTES

A Meeting of the Human Resources Committee of
Knowsley Town Council was held on Tuesday 7 December 2021
In the Committee Room, Community Pavilion
Commencing at 5.00 p.m.

PRESENT

Councillors: D J Baum (Mayor of the Town Council)
J Donnelly (Deputy Mayor of the Council)
N Joseph, L O'Keeffe, L Tomlinson

Also in Present: Heather Weightman (Clerk of the Council)
Jane Thomas (Deputy Clerk of the Council)

Apologies: I Smith

Absent: None

123. DECLARATIONS OF INTEREST

There were no declarations of interest received from members.

124. MINUTES OF THE PREVIOUS COMMITTEE MEETING

The Minutes of the Meeting of the Human Resources Committee held on Thursday 26 August 2021 were **NOTED** by members.

125. REVIEW OF THE TOWN COUNCIL'S HUMAN RESOURCES POLICIES AND PROCEDURES

Members considered the Town Council's Policies and Procedures relating to Human Resources.

Following discussion, it was **UNANIMOUSLY RESOLVED** that

the Town Council's Policies and Procedures be revised By Knowsley Metropolitan Borough Council's Human Resources Department on behalf of the Town Council.

The revised Policies and Procedures be reviewed by Human Resources Committee prior to their adoption by the Town Council.

EXEMPT/CONFIDENTIAL

(Under Section 1.10.1 of the Council's Standing Orders, it was **RESOLVED** that in view of the confidential nature of the business about to be transacted, the press and public were temporarily excluded from the meeting for the following item)

126. STAFF INCENTIVE SCHEME—2021/2022

The Staff Incentive Scheme (SIS) has been in operation for fourteen years and is based upon encouraging attendance at the workplace in order to reduce overtime costs and improve the quality and quantity of work undertaken by Town Council employees.

(The Clerk of the Council and Deputy Clerk of the Council left the meeting prior to discussion of this item taking place).

Following consideration of the report, received from the Clerk of the Council, detailing the Staff Incentive Scheme and employee attendance for the year 2020/2021, it was **UNANIMOUSLY RESOLVED** that the Staff Incentive Scheme (SIS) be reviewed when the revised Human Resources Policies and Procedures are confirmed.

The meeting closed at 5.50 p.m.

Dated: 7 December 2021

Signed
Cllr L O’Keeffe
Chairman of the Committee