

## STAFFING PORTFOLIO HOLDER'S MEETING

THURSDAY, 12 MARCH 2009

### RECOMMENDATIONS

Set out below is a summary of the recommendations made at the meeting of the Staffing Portfolio Holder's Meeting held on Thursday, 12 March 2009. The wording used does not necessarily reflect the actual wording that will appear in the minutes.

If you have any queries about any matters referred to in this recommendation summary please contact Holly Adams or Patrick Adams.

**1. COMPREHENSIVE EQUALITIES POLICY 2009-2012**

The Staffing Portfolio Holder **ENDORSED** the draft Comprehensive Equalities Policy 2009-2012 and recommended that Cabinet adopt the new policy at its meeting on 16 April 2009.

**2. COUNCIL OFFICE CHRISTMAS AND NEW YEAR CLOSING ARRANGEMENTS 2009/10**

The Staffing Portfolio Holder **AGREED** that:

(a) the Council offices be open with a skeleton staff over the Christmas and New Year period 2009/10 and the concessionary day be used to close the offices for the afternoons on Christmas Eve and New Year's Eve. The Council offices therefore would open as follows:

- Thursday 24 December 2009 – open to the public between 9am and 12.30 pm and open to staff between 8am and 1pm;
- Friday 25 December 2009 – bank holiday, offices closed
- Monday 28 December 2009 – bank holiday, offices closed
- Tuesday 29 December 2009 – open regular office hours
- Wednesday 30 December 2009 – open regular office hours
- Thursday 31 December 2009 – open to the public between 9am and 12.30 pm and open to staff between 8am and 1pm;
- Friday 1 January 2010 – bank holiday, offices closed;

(b) staffing / service requirements to be determined by corporate managers; and  
(c) staffing of the Cambourne office to be on a volunteer basis.

**3. REVIEW OF FAMILY ISSUES POLICY**

The Staffing Portfolio Holder

**AGREED**

**A)** The revised family issues policies, with the amendment to the compassionate leave policy to clarify that the extension only applied to the loss of a close friend.

**B)** To delegate authority to the HR Manager to amend the policy in line with any changes in the legislation.

**C)** That policies should be drafted to cover flexible retirement, secondments and sabbaticals in order to give fair and open access to all staff in these areas.

**4. HR / PAYROLL SERVICE PLAN 2009/10**

The Staffing Portfolio Holder **AGREED** the Service Plan for HR & Payroll Service 2009/10 to 2011/12.

**5. TRAVELLERS' ISSUES - POSITION STATEMENT AND STOCK CONDITION SURVEY**

The Staffing Portfolio Holder explained that whilst he supported the aims of the project he needed to liaise with the Finance Portfolio Holder to identify a budget from which the £20,000 necessary to fund the project could be vired.

**6. SUPPORTING GYPSIES AND TRAVELLERS**

**Travellers IT Project**

The Staffing Portfolio Holder explained that whilst he supported the project in principle he needed to liaise with the Finance Portfolio Holder to ascertain whether there was a budget available from which the £3,000 necessary to fund the project could be vired.

**Buffy Bus**

Staffing Portfolio Holder explained that whilst he supported the aims of the project he needed to liaise with the Finance Portfolio Holder to ascertain whether there was a budget available from which the £3,600 necessary to fund the project could be vired.

**Awareness Project**

The Staffing Portfolio Holder **rejected** this application on the grounds that at a cost of £2,000 it did not represent good value for money.