

**MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON  
TUESDAY 15 OCTOBER 2013 AT 7.30 P.M IN THE COUNCIL CHAMBER, WEELEY**

**Present:** Councillors L McWilliams (in the Chair), Amos, C Callender, Calver, Chapman, Colbourne, Griffiths, J Henderson, P Honeywood, S Honeywood, Nicholls and Scott

**In Attendance:** Democratic Services Manager (Colin Sweeney), Finance and Procurement Manager (Richard Barrett), Human Resources Manager (Anastasia Simpson), Senior Human Resources Generalist (Emma Horne) and Workforce Development Manager (Stuart Brian).

**10. ELECTION OF CHAIRMAN**

The Council's Democratic Services Manager advised the Committee that both the Chairman and Vice-Chairman of the Committee had submitted apologies for absence from this evening's meeting and that he was required to seek from the floor, nominations to elect a Chairman for this evening's meeting.

Accordingly, the following nominations were received in the order detailed below:

<u>Nominee</u>	<u>Nominated by</u>	<u>Seconded by</u>
Councillor L McWilliams	Councillor P Honeywood	Councillor S Honeywood
Councillor P Honeywood	Councillor C Amos	Councillor T Colbourne
Councillor J Henderson	Councillor G Scott	No seconder

The Democratic Services Manager asked if both Councillors McWilliams and P Honeywood were willing to be considered for the role. Councillor P Honeywood confirmed that he would be happy not to stand against Councillor McWilliams.

**RESOLVED**, that Councillor Lynda McWilliams be elected as Chairman for the meeting.

**11. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Councillors A J Mitchell (Chairman) (with Councillor P Honeywood substituting), R Callender (Vice-Chairman) (with Councillor L McWilliams substituting), Broderick, Heaney (with Councillor F Nicholls substituting) and Tracey.

**12. MINUTES OF THE LAST MEETING**

The minutes of the last meeting of the Committee held on 23 July 2013 were approved as a correct record and signed by the Chairman.

**13. DECLARATIONS OF INTEREST**

There were none.

**14. REPORT OF THE CORPORATE DIRECTOR (CORPORATE SERVICES)****A.1 Local Government Pension Scheme: Auto-Enrolment Deferral**

There was submitted a report by the Corporate Director (Corporate Services), which presented to the Committee, an overview of the Council's obligations in respect of new pension auto-enrolment requirements and sought the Committee's approval to defer its implementation until 1 October 2017.

**RESOLVED** that:

1. The new auto-enrolment requirements, and the associated obligations on the Council, be noted;
2. The use of the transitional period to defer the introduction of the auto-enrolment requirements until 1 October 2017, be agreed; and
3. The use of the postponement option to support the auto-enrolment implementation process, as appropriate, be agreed.

**A.2 Loyalty and Retirement Gifts Policy**

There was submitted a report by the Corporate Director (Corporate Services), which sought the Committee's approval to agree an updated policy in respect of loyalty and retirement gifts, following the suspension of the discretionary Long Service and Loyalty Awards Policy on 30 June 2011.

Councillor Scott, seconded by Councillor Calver, moved that Option 5 (a tiered retirement policy) be introduced as set out below:

"5) A Tiered Retirement Policy is introduced as follows:

- 10 to 19 years - £150
- 20 to 24 years - £200
- 25 to 29 years - £250
- 30 to 34 years - £300
- 35 years plus - £350

This would apply where an employee reaches the national retirement age or, in accordance with the Local Government Pension Scheme, chooses to retire from the Council after they have reached the national retirement age, and has a minimum of 10 years of service with Tendring District Council - their commitment and loyalty is rewarded with a gift as detailed above.

Estimated cost is £11,750 over three years."

On a vote being taken by a show of hands, seven Members voted in favour of Option 5, with four Members voting against.

Accordingly, it was **RESOLVED** that:

1. Option 5, as detailed above, be agreed as the Council's new policy in respect of loyalty and retirement gifts, subject to the necessary amendment being made; and
2. The Corporate Director (Corporate Services) be authorised to update the Policy with any future legislative or best practice changes.

**A.3 Flexible Retirement Decision-Making**

There was submitted a report by the Corporate Director (Corporate Services), which sought the Committee's approval to an amendment to the decision-making process within the approved Flexible Retirement Policy.

On the proposition by Councillor Scott, seconded by Councillor Chapman, it was **RESOLVED** that:

1. The existing Flexible Retirement Policy being amended to reflect the approach to determination of flexible retirement, as set out in the report, be approved; and
2. The Corporate Director (Corporate Services) be authorised to make minor amendments to this policy, as necessary, to reflect organisational and legislative changes.

**A.4 Reservists' Policy**

There was submitted a report by the Corporate Director (Corporate Services), which sought the Committee's approval to adopt a Reservists' Policy on behalf of the Council.

On the proposition by Councillor Scott, seconded by Councillor Chapman, it was **RESOLVED** that:

1. The Reservists' Policy, as detailed at Appendix A to the report, be adopted with immediate effect;
2. The Council's Chief Executive register a commitment with Supporting Britain's Reservists and Employers and the East Anglian Reserve Forces and Cadets' Association, as a "supportive employer"; and
3. The Corporate Director (Corporate Services) be authorised to update the Policy with any future legislative or best practice changes.

**15. ANY OTHER ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT**

There were none.

The meeting was declared closed at 8.10pm

Chairman