

**MINUTES
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

Wednesday 29 July 2015

Councillor John Clarke (Chair)

Councillor Michael Adams
Councillor Bob Collis

Councillor Marje Paling

Apologies for absence: Councillor Michael Payne, Councillor Chris Barnfather and Councillor Colin Powell

Officers in Attendance: D Archer, H Barrington, L Parnell and J Robinson

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Payne and Powell.

Councillor Greensmith attended as a substitute for Councillor Barnfather, who gave his apologies.

2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 25 MARCH 2015.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

3 DECLARATION OF INTERESTS.

None.

4 CHRISTMAS HOLIDAY ARRANGEMENTS

The Chief Executive and Service Manager, Organisation Development, presented the report, which had been circulated prior to the meeting, reporting back the recommendations made by the Joint Consultative and Safety Committee (JCSC) following the formal consultation exercise that took place at the meeting on 16 June 2015 in order to inform the decisions of this committee in respect to implementation of the change to terms and conditions of employment.

RESOLVED that:

1. the proposals for changed terms and conditions be agreed with immediate effect specifically in relation to:
 - a. The removal of the fixed concessionary day's leave and the addition of an extra day's annual leave;
 - b. The regular application of a non-contractual day's leave on Christmas Eve when the day falls on a weekday;
 - c. The minor wording changes made to bring the Employee Handbook up to date to reflect current legislation and internal working practices of the Council; and
2. the amended Leave and Time off Work Policy be approved.

5 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 2.25 pm

Signed by Chair:
Date: