

**PERSONNEL COMMITTEE
26TH MARCH 2024**

PRESENT: The Vice Chair (Councillor Snartt)
Councillors Ashcroft, Bokor, Braker, Haynes and
Tillotson

Director Finance, Governance and Contracts
Charnwood HR Manager
Senior HR Advisor
Democratic Services Officer (NC)

APOLOGIES: Councillor Miah and Hamilton

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

21. MINUTES OF THE PREVIOUS MEETING

The public and exempt minutes of the meeting held on 19th December 2023 were confirmed as a correct record and signed.

22. DISCLOSURES OF PECUNIARY INTERESTS, AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

No disclosures were made.

23. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

24. ANNUAL LEAVE PROPOSALS

Considered a report of the Director; Finance, Governance and Contracts proposing changes to annual leave and the Leave Arrangements Policy (item 5 on the agenda filed with these minutes).

The Charnwood HR Manager provided a summary of the proposals explaining the rationale behind the changes. After clarifying a few points, members considered the proposals, which would provide consistency for all staff, to be beneficial.

RESOLVED

1. that the proposals relating to annual leave are agreed in relation to changes to the annual leave year, recording annual leave in hours, the extra statutory day for August Tuesday and half day Christmas closure for the last working day before Christmas;

2. that the Leave Arrangements Policy be amended, including the addition to the policy for Buying Additional Leave.

Reasons

1. To ensure consistency and flexibility in the annual leave processes agreed by the Council.
2. To capture the amendments to annual leave formally in the Leave Arrangements Policy and to include the additional element for Buying Additional Leave.

NOTES:

1. No reference may be made to these minutes at the next ordinary Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Personnel Committee.