

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

9 March 2015

Present: Councillor Sweet in the Chair

Councillors Humphreys, Phillips and Smith

An apology for absence was received Councillor M Stanley.

1 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

2 **Review of Flexible Working Policy and Leave Guidance and the Management of Contractors Policy**

The Sub-Group was invited to consider a review of the Flexible Working Policy and Leave Guidance and the Management of Contractors Policy.

Resolved:

- a **That the revised Flexible Working Policy and Leave Guidance be adopted; and**
- b **That the revised Management of Contractors Policy be adopted.**

3 **The Inclusion of Overtime in Holiday Pay**

The Assistant Director (Finance and Human Resources) reported on the background to including overtime in holiday pay and the Sub-Group was asked to agree a suggested course of action.

Resolved:

- a **That the proposal to include overtime in holiday pay, as set out in paragraph 8.1 of the report of the Assistant Director (Finance and Human Resources), be agreed; and**
- b **That the method of implementation be reviewed in 12 months time.**

4 **Reference Policy and Procedure**

The Assistant Director (Finance and Human Resources) reported on the background to the new policy on giving references for current and former employees and recommended the adoption of the Reference Policy and Procedure for the Council.

Resolved:

That the Reference Policy and Procedure, attached at Appendix A to the report of the Assistant Director (Finance and Human Resources), be agreed.

5 **Development of New Indoor Leisure Facilities in Coleshill**

The Assistant Director (Leisure and Community Development) reported on the development of the new indoor leisure facilities in Coleshill. In particular he highlighted the capital finance implications of the project.

Resolved:

That the report be noted.

6 **Local Enterprise Partnership and Joint Committee**

The Assistant Chief Executive and Solicitor to the Council reported on the progress of Local Enterprise Partnership and Joint Committee and there was a general discussion on the Combined Authorities briefing held earlier in the day.

Chairman