

Lancashire County Council

Employment Committee

**Minutes of the Meeting held on Tuesday 11th July 2023 at 1.00 pm in
Committee Room 'C' - The Duke of Lancaster Room, County Hall, Preston**

Present:

County Councillor Phillippa Williamson (Chair)

County Councillors

A Vincent
A Ali OBE
L Beavers

P Buckley
D O'Toole
A Riggott

1. Apologies

Apologies were received from County Councillor J Mein.

2. Constitution, Membership and Terms of Reference

The committee considered a report which set out the committee's membership, Chair and Deputy Chair, and Terms of Reference for the municipal year 2023-24.

Resolved: That the following be noted:

- i) The appointment of County Councillor P Williamson as Chair and County Councillor A Vincent as Deputy Chair of the Employment Committee for the 2023-24 municipal year;
- ii) The membership of the committee, following the county council's Annual Meeting held 25 May 2023; and
- iii) The Employment Committee Terms of Reference.

3. Disclosure of Pecuniary and Non-Pecuniary Interests

None.

4. Minutes of the Meeting held on 9 March 2023

Resolved: That the minutes of the Employment Committee meeting held on 9 March 2023 be confirmed as an accurate record.

5. Travel and Expenses Policy and Procedure – 12 Month Review

Katie Dunne, Human Resources Service Manager presented the revised Travel and Expenses Policy and Procedure for approval, following a 12-month review of the policy.

It was highlighted that the amended policy made it easier for employees to understand the criteria for submitting mileage claims.

Resolved: That the amended Travel and Expenses Policy and Procedure, as set out, be approved.

6. Annual Leave Entitlement for Staff Not Covered by the National Joint Council Pay Agreement

Katie Dunne, Human Resources Service Manager presented a report which set out the impact of an additional day's annual leave on employee groups within the council who were not covered by the National Joint Council for Local Government Services 2022-23 pay award.

Resolved: That an additional day's annual leave be applied to county council staff on Soulbury conditions of service with effect from 1 April 2023, in order to retain parity with the National Joint Council for Local Government Services conditions of service.

7. Matters Arising under Urgent Business since the Last Meeting

The committee considered a report which summarised the decisions taken under the Employment Committee's Urgent Business procedure since its last meeting.

Resolved: That the matters arising under Urgent Business since the last meeting be noted.

8. Urgent Business

None.

9. Date of Next Meeting

It was noted that the next meeting of the Employment Committee would be held on Tuesday 12 September at 1.00 pm at County Hall, Preston.

H MacAndrew
Director of Law and Governance

County Hall
Preston

