

# Agenda



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## Management Review Committee

Tuesday, 9 April 2024 at 1.00 pm,  
QER, Scaitcliffe House, Ormerod Street, Accrington

### Membership

Chair: Councillor Marlene Haworth

Councillors Peter Britcliffe, Munsif Dad BEM JP, Melissa Fisher and Paddy Short

## A G E N D A

### PART A: PROCEDURAL AND INFORMATION ITEMS

1. **Apologies for absence, Substitutions, Declarations of Interest and Dispensations**

2. **Minutes of Last Meeting** (Pages 3 - 4)

The Minutes of the meeting of the Management Review Committee held on 12<sup>th</sup> March 2024 were submitted for approval as a correct record.

**Resolved** - That the Minutes be received and approved as a correct record.

### PART B: EXEMPT ITEMS

3. **Exclusion of the Public**



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Published on Wednesday, 27 March 2024

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**Recommended - That, in accordance with Section 100A(4) Local Government Act 1972, the public be excluded from the meeting during the following items, when it is likely, in view of the nature of the proceedings that there will otherwise be disclosure of exempt information within the Paragraph at Schedule 12A of the Act specified at the items.**

**4. Confidential Staffing Matter** *(Pages 5 - 10)*

*Exempt information by virtue of Paragraph 1 – Information relating to any individual*

Report attached.

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## MANAGEMENT REVIEW COMMITTEE

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**Tuesday, 12th March, 2024**

**Present:** Councillor Marlene Haworth (in the Chair), Councillors Dave Parkins and Mohammed Younis

**Apologies** Peter Britcliffe and Munsif Dad BEM JP

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### **344 Apologies for absence, Substitutions, Declarations of Interest and Dispensations**

Apologies for absence were submitted on behalf of Councillors Britcliffe, Dad and Short.

Councillor Younis acted as substitute representative for Councillor Britcliffe and Councillor Parkins acted as substitute representative for Councillor Dad.

There were no declarations of interest or dispensations declared at the meeting.

### **345 Minutes of Last Meeting - 11th July 2023**

The Minutes of the last meeting of Management Review Committee held on 11<sup>th</sup> July 2023 were submitted for approval as a correct record.

**Resolved** - **That the Minutes be received and approved as a correct record.**

### **346 Consolidation of Additional Annual Leave Day**

The Head of Policy and Organisational Development submitted a report to ask the Committee to approve the proposal to make the Big Thank You day a contractual entitlement. She provided historical information on why staff had previously been awarded an extra day's leave and how this had become a regular occurrence at the Big Thank You awards since 2010. She explained why the award of an extra day's leave was important in helping to recruit and retain staff, particularly at a time when there was difficulty in recruiting in some areas of the Council, and how it had become custom and practice over the years. In this respect she informed the Committee that should it no longer be given, there could be cause for complaint or damaged morale.

She explained that the extra day's leave had typically been used on the final working day before the closure of the Council Offices for Christmas, which had benefited in closing the building and saving on the cost of amenities. She reported that should the extra day's leave be approved, then it would be added to staff leave entitlement from April 2024, when the current leave year was set.

Members of the Committee supported the proposal and made the following comments:

- The extra day's leave should be for all staff
- Would be beneficial in helping to recruit and retain staff
- Good conditions of service were important to the Council
- Consolidating the extra day's leave contractually would help staff to plan ahead more easily

**Resolved**

**- That the Committee approved the proposal to make the Big Thank You day a contractual entitlement.**

Signed:.....

Date: .....

Chair of the meeting  
At which the minutes were confirmed

# Agenda Item 4.

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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