



**VISION:** We will be a vibrant, dependable and clean city where services are delivered innovatively and effectively.

**MISSION:** To provide effective operations of the city through collaboration of members, management and staff.

City Hall, Hamilton  
**Staff, Legislative & Governance Committee**  
16 February 2016  
10:00am

**Present:** Councillor Larry Scott (Chair)  
Rt. Wor. Charles Gosling, JP

**In Attendance:** Ed Benevides - the Secretary  
Tanya Iris - the Treasurer  
Patrick Cooper - the City Engineer  
Lindell Foster - the Human Resources Manager

**Others in Attendance:** Patricia Blackman - Gateway Systems (observing)

**Apologies:** Councillor Nicholas Swan

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1. **Confirmation of Notice:** the Secretary confirmed that the notice periods were met in accordance with the new meeting guidelines.
  2. **Role of the Chairman** - Councillor L. Scott was acknowledged as the Chair.
  3. **Open Meeting** - The Mayor opened the meeting at 10:04am.
  4. **Apologies** - Councillor L. Scott confirmed that he had received apologies from Councillor Swan.
  5. **Public Participation** - the Secretary confirmed there was no public participation.
  6. **Correspondence:** the Secretary confirmed the correspondence from the
  7. **Review of Previous Minutes dated 19 January 2016**

**Proposed:** The Mayor, Charles Gosling

**Seconded:** Councillor Larry Scott

The Minutes were accepted as read.

**8. Matters arising from the Minutes dated 19 January 2016**

- (i) **Amendments to the Employee Handbook** – the Mayor had mentioned in the previous meeting that a change be made to an item on Page 3, Paragraph 3. The HR Manager commented that the members had not received the latest version of the Handbook and confirmed that the item has been changed.
- (ii) **Resolution re: Request for Emails/Phone Messages to be Acknowledged/Answered within 24 Hours** – the Secretary said that he has not found that resolution – deferred to the next meeting.
- (iii) **Programme to Index the CoH's Resolutions** – there is no programme as yet to index the Resolutions. A numbering programme was adopted last year and will continue with that. Any Resolutions prior to 2005 are not computerised so no electronic copies are available. The Mayor suggested looking at having a summer student index them. He also commented that in two (2) months university students will start going on holiday.
- (iv) **Write to Senior Partners of Law Firms re: Summer Student** – the letter is on the list to be done with the Executive Assistant and should go out this week.

Ms. Patricia Blackman, Desktop Software Trainer from Gateway Systems Limited joined the meeting.

- (v) **Meeting with Councillor Johnson re: Changing the Time for General Council Meetings** – the Mayor and Councillor L. Scott have not met with Councillor Johnson who was due to submit his request in writing.

**ACTION:** Councillor L. Scott to follow-up with Councillor Johnson with regards to his written submission requesting to change the meeting time for the General Council meetings.

- (vi) **List of Persons that Currently Receive Free Parking Permits** – the Secretary forwarded the list to the members for review. There are three (3) Councillors from the 2009 - 2012 timeframe who are not qualified to have extended parking – Marshall Minors, Pamela Quarterly and Walter Cross. In 2012 they passed a Resolution that going forward any Councillor that completed a full term would be eligible for the free parking permit. Those three former Councillors would have to be deleted from the list. It was noted that in the previous policy prior to the amendment made in 2012 that Aldermen, Mayors and the two (2) top executives received the free parking permit. There was continued discussion on the information contained in the list.

**ACTION:** The Secretary to write to former Councillors Marshall Minors, Pamela Quarterly and Walter Cross to advise that they are no longer eligible to receive the free parking permits.

Councillor L. Scott commented on other free parking permits that are given out that are not on the list.

The Secretary said that the only permit on that list that is contrary to the policy is for a spouse which is done out of respect. Normally the policy does not account for a spouse continuing to receive the permit.

- (vii) **Distribution of Copies of OECD Guidelines re: Managing Conflict of Interest** - these documents were forwarded to the members - action item completed.
- (viii) **Further Research re: Conflict of Interest** - action item completed.
- (ix) **Review of Staff Loan Policy** - this policy has been moved back to the management staff to deal with as a management policy. They are almost of one mind to actually discontinue this as a policy and giving six-month's notice to the staff. This will be removed as a formal policy. The announcement has not been done as yet.

#### **9. Status Update:**

- (i) **21-Day Strike Notice** - the CoH still has not received an official withdrawal of the 21-Day Strike Notice.
- (ii) **Negotiations** - ongoing. The HR Manager is due to meet with Graham Nesbitt sometime this week and hopefully have the negotiations finalised.

#### **10. Recommendations for Review:**

- (i) **Acting Pay Policy for Managers** - this policy was passed in the last General Council meeting.
- (ii) **Change of Meeting Time for General Council Meeting** - this matter was referred back to the Staff, Legislative & Governance Committee for further discussion

#### **11. Any Other Business**

There was no further business to be discussed.

#### **12. Motion to move to a Restricted Session**

**Proposed:** The Mayor, Charles Gosling

**Seconded:** Councillor L. Scott

The public session was adjourned.