

EMPLOYMENT COMMITTEE

18 SEPTEMBER 2012

PRESENT:

Councillors Powell (Chairman), Mrs Tranter (Vice-Chairman), Bacon, Constable, Mynott, Pearce, Smedley and Strachan.

(APOLOGIES FOR ABSENCE were received from Councillors Mrs Arnold and Heath).

MINUTES

The Minutes of the Meeting held on 6 February 2012, as printed and circulated, were taken as read, approved as a correct record and signed by the Chairman.

DECLARATIONS OF INTEREST

There were no declarations of interest.

MEMBERS' LEARNING AND DEVELOPMENT NEEDS ANALYSIS TRAINING PLAN FOR 2012

It was reported that Member Learning and Development was a key factor in Lichfield District Council's continuing performance as a good Council.

It was noted that this Committee had been active in promoting and improving the numbers responding to the Learning and Development Needs Analysis (LDNA). The response rate over the last two years had been an average of 50% and it was reported that although this was an improvement over previous years there was still some way to go to ensure that the majority of Members were taking up the learning and development opportunities that this Committee had identified as being important.

Members were advised that the purpose of the survey was to identify any individual learning and development requirements to ensure that Members were able to fulfil their role as a Councillor more effectively. A list of topics identified as essential for all Members to attend was noted.

Members noted the content of the proposed LDNA Questionnaire 2012 and the Self Review Tool for Members attached at Appendix A to the report and were informed that a personalised copy of the LDNA Questionnaire 2012 would be distributed at the forthcoming Council meeting on 27 September 2012.

RESOLVED: (1) That a personalised copy of the LDNA Questionnaire be distributed amongst Members at the forthcoming Council meeting on 27 September 2012;

(2) That investigations be made into providing an imitative for Members who complete their LDNA Questionnaire, e.g., entering anyone who completes a form into a prize draw;

(3) That the Committee consider the outcome of the survey at its next meeting to ensure that Member learning and development priorities are met;

(4) That the Committee advise on an ongoing basis on how best to promote learning and development to Members.

CAR LOANS

Members considered a report on proposed changes to the District Council's Car Loan Policy.

It was reported that car loans were currently available to those employees who were permanent or on fixed term contracts and also had a designated Essential or Casual Car User Allowance. Loans could be made for both new and second hand cars and were repayable over an agreed period up to a maximum of 3 years. Employees who leave the authority must pay their loan back in full before leaving or, alternatively the District Council will facilitate transferring the loan either to a new employer or from a previous employer to the District Council. The rate of interest charged on these loans was noted as being base rate plus 2% on a simple interest basis calculated on the whole sum being borrowed for the entire term and the loan was repayable in equal monthly instalments.

It was noted that 3 new loans had been approved in 2011/12 and the District Council currently had 9 employees receiving a car loan. Members also noted the guidance notes for eligible applicants attached at Appendix A to the report.

Whilst the District Council was content to allow an employee to pay off the loan early, there is an additional administration cost to enable this to happen and it has been estimated that the additional cost to the District Council would be in the region of £100.

Members noted that in respect of a post being made redundant there would be no early repayment charge made unless the redundancy was voluntary.

RESOLVED: That the terms and conditions of the Car Loan Scheme be amended to provide for the charging of an early redemption fee of £100 in cases where an employee chooses to pay off the loan earlier than agreed subject to the early redemption fee not being applicable in cases of compulsory redundancy and not applicable to the 9 car loans currently in operation.

FUTURE MEETINGS OF THE COMMITTEE

The Chairman reported that the next meeting of this Committee was scheduled to be held on Tuesday 30 October 2012.

(The Meeting closed at 6.45 pm)

CHAIRMAN