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16 July 2014

Dear Sir/Madam

EMPLOYMENT COMMITTEE

A meeting of the Employment Committee has been arranged to take place **THURSDAY 24th JULY 2014 at 6.00 PM IN THE COMMITTEE ROOM** District Council House, Lichfield to consider the following business.

Access to the Committee Room is via the Members' Entrance.

Yours faithfully



Strategic Director

To: Members of Employment Committee

Councillors Powell (Chairman), Leytham (Vice-Chairman), Mrs Arnold, Bacon, Constable, Mynott, Pearce, Smedley, Strachan, Taylor and Thomas.

1. Apologies for Absence
2. Declarations of Interest
3. To approve as a correct record the Minutes of the Meeting held on the 13th February 2014 and the Special Meeting held on 25th March 2014 (copy attached)
4. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: "That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business, which



would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972”

5. Fit For The Future – Voluntary Redundancy

(copy attached)



EMPLOYMENT COMMITTEE

13 FEBRUARY 2014

PRESENT:

Councillors Powell (Chairman) Humphreys (Vice-Chairman), Mrs Arnold, Bacon, Heath Mynott, Pearce and Smedley.

(Apologies for absence were received from Councillors Strachan and Thomas).

213. MINUTES

The Minutes of the Meeting held on 18th November 2013, as printed and circulated, were taken as read, approved as a correct record and signed by the Chairman.

214. DECLARATIONS OF INTEREST

There were no declarations of interest.

215. PAY POLICY STATEMENT

Members received a report on the Council's duties under Section 38 of the Localism Act 2011 regarding the preparation of a Pay Policy Statement applicable for the 2014/15 financial year.

It was reported that the purpose of the Statement was to provide transparency with regard to the Council's approach to setting the pay of its employees including the methods by which salaries are determined, level of remuneration of Chief Officers and the relationship between the remuneration of Chief Officers and lower paid Officers.

It was then reported that there was a requirement for the Statement to be approved on an annual basis by full Council and then published on the Council's website.

When asked it was noted that there were a total of 164 members of staff on rates less than the Living wage of £7.65 with 38 of them earning £7.64. It was also noted that it would cost the District Council £75,000 per annum to implement all staff to receive the Living wage or above. It was reported that the Minimum Wage was being considered by Government and an announcement was expected in May 2014.

It was also reported that the productivity of employees was important and was monitored through Personal Development Reviews (PDRs) and this process was being redesigned to include more robust performance markings.

RESOLVED: That the contents of the Pay Policy Statement as set out in the report be noted and it be recommended to Council for approval.

216. MEMBERS' LEARNING AND DEVELOPMENT NEEDS ANALYSIS TRAINING PLAN FOR 2013

The Committee received a report on the results of the Elected Members' Learning and Development Needs Analysis (LDNA) which was carried out in December 2013.

It was reported that there had been a 61.1% return rate with 10 questionnaires with nil returns. It was reported that Overview & Scrutiny skills were the most popular topic requested followed by I.T skills, Understanding the Financial Landscape and Chairing Meetings. It was noted that as there were only five training dates allocated and a limited budget, there was a need for a more innovated approach and so more e-learning and briefing notes would be suggested.

RESOLVED: That the identified learning and training priorities of Elected Members for the next 12 months be agreed.

217. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: "That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business, which would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972"

IN PRIVATE

218. FIT FOR THE FUTURE – COMPULSORY REDUNDANCY

Members noted the compulsory redundancies and also considered applications for voluntary redundancy received as part of the Council's Fit for the Future Programme phase one.

RESOLVED: That the applications for Voluntary Redundancy as detailed in Appendix A to the report be approved and the updated compulsory redundancies as part of the Fit for the Future programme be noted.

219. VOTE OF THANKS

RESOLVED; That the sincere thanks of the Committee be accorded to the Chairman and Vice-Chairman for their work on the Committee.

(The Meeting closed at 6.30 p.m.)

CHAIRMAN

EMPLOYMENT COMMITTEE

25 MARCH 2014

PRESENT:

Councillors Humphreys (Vice-Chairman in the Chair), Heath, Mynott, Pearce, Smedley, Strachan and Thomas.

(Apologies for absence were received from Councillors Powell (Chairman), Bacon and Thomas).

272. DECLARATIONS OF INTEREST

There were no declarations of interest.

273. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: "That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business, which would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972"

IN PRIVATE

274. VOLUNTARY REDUNDANCY IN THE INTEREST OF EFFICIENCY OF THE SERVICE

The Committee received a request for an application for Voluntary Redundancy in the interest of efficiency of the service and in keeping with the aims of the Fit for the Future Programme 2013.

RECOMMENDED: That the Voluntary Redundancy application as detailed in Appendix A of the report be accepted and recommended for approval at Full Council.

275. FIT FOR THE FUTURE – VOLUNTARY REDUNDANCY

Members received an application for Voluntary Redundancy as part of the Council's Fit for the Future Programme Phase One.

RECOMMENDED: That the application for Voluntary Redundancy as detailed in Appendix A to the report be approved and recommended to Full Council.

(The Meeting closed at 6.25 p.m.)

CHAIRMAN