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10<sup>th</sup> November 2017

Dear Sir/Madam

### **EMPLOYMENT COMMITTEE**

A meeting of the Employment Committee has been arranged to take place **MONDAY 20<sup>th</sup> NOVEMBER 2017 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

A handwritten signature in black ink, appearing to read 'Neil Turner', written in a cursive style.

Neil Turner BSc (Hons) MSc  
**Director of Transformation & Resources**

**To: Members of Employment Committee**

Councillors Mrs Baker (Chairman), Mrs Boyle (Vice-Chairman), Mrs Banevicius, Cox, Mrs Eagland, Grestorex, Miss Hassall, Rayner, Salter, Smedley, and B. W. Yeates.



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## AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of the meeting held on the 30<sup>th</sup> August 2017 (copy attached)
4. Proposed Programme of Work for Policy Review 2018 (copy attached)

5. **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 item 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 as amended.

6. Redundancy (copy attached)



## EMPLOYMENT COMMITTEE

30<sup>th</sup> AUGUST 2017

**PRESENT:**

Councillors Mrs Baker (Chairman), Mrs Boyle (Vice Chairman), Mrs Banevicius, Cox, Mrs England, Miss Hassall, Rayner, Salter, Smedley and B. W. Yeates.

83. (AN APOLOGY FOR ABSENCE was received from Councillor Greatorex).

84. **DECLARATIONS OF INTEREST**

There were no Declarations of Interests

85. **MINUTES**

The Minutes of the Meeting held on 27<sup>th</sup> July 2017, as printed and circulated, were taken as read, approved as a correct record and signed by the Chairman.

86. **COMMITTEE REMIT**

The Committee received a presentation by the Head of Corporate Services and Human Resources Manager on the role of the Employment Committee, key issues and forthcoming matters.

It was noted that many policies were updated last year with more coming forward later in this Municipal year.

It was asked if there was any specific training for Members who sat on the Employment Committee and it was noted that technical knowledge was not required and Officers could guide them when necessary. It was also asked if the Committee had a recruitment role and it was reported that the Committee was required to have an input with recruitment policy but actual recruitment to roles was a management function. Members were reminded however that they did have a direct role in the recruitment of Chief Officers.

**RESOLVED:** That the information received be noted.

87. **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 item 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 as amended.

**IN PRIVATE**

**88. UPDATE SUMMARY REPORT – REDUNDANCIES FROM JULY 2017 COMMITTEE**

The Committee received a report to amend the resolutions of items 10, 11 and 12 of the meeting held on the 27<sup>th</sup> July 2017 to be in line with Committee's remit as set out in the Council Constitution.

**RESOLVED:** That the resolution for items 10, 11 and 12 of the meeting held on the 27<sup>th</sup> July 2017 be amended from *recommended to Full Council* to **approved**.

**89. REDUNDANCY**

The Committee received a report on an application for voluntary redundancy together with the financial implications.

**RESOLVED:** That the Voluntary Redundancy application on the schedule attached at Appendix 1 of the Report be approved.

(The Meeting closed at 6.45 p.m.)

CHAIRMAN

# PROPOSED PROGRAMME OF WORK FOR POLICY REVIEW 2018



Date: 20<sup>th</sup> November 2017  
Agenda Item: 4  
Contact Officer: Cathy Pepper /Christie Tims, Steve Langston  
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Key Decision? NO  
Local Ward None  
Members

## EMPLOYMENT COMMITTEE

### 1. Executive Summary

- 1.1 To provide members of the Employment Committee with an update on the work programme.

### 2. Recommendations

- 2.1 That Employment Committee notes the planned programme of work to review key policies.

### 3. Background

- 3.1 The Council is committed to reviewing and developing key policies at appropriate times to react to changes in legislation, best practice, and latest guidance and following employee terms and conditions review. The key activity areas for 2018 are attached in the Timetable in **Appendix A**

Alternative Options	There are no recommended alternative options.
Consultation	All changes are reviewed with employee representatives through Employee Liaison Group (ELG). Chief Officers have been consulted and advised on key changes /updates, employees advised as required.
Financial Implications	None Identified
Contribution to the Delivery of the Strategic Plan	Review of policies will continue to specifically address corporate priorities and issues highlighted in the Strategic Plan. The Council's Corporate Code of Governance identifies the need to keep key policies under review. This contributes to the strategic priority of 'A council that is fit for the future'.

Equality, Diversity and Human Rights Implications	There are no Equality, diversity or human right issues identified.
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Crime & Safety Issues	No Applicable
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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Failure to keep up-to-date with legislative requirements and changing internal procedures is essential to ensure good decisions are made and managers are updated to the requirements of any legislative changes which may result in the Council being in breach of its obligations as an employer.	Update policies as required and make relevant employees aware employment regulations for 2018 and beyond, we are not anticipating medium or high risk issues.	Green

Background documents

Relevant web links

Policy Area	Last Updated	Priority	Progress to date
Recruitment Policy	2007	2018	
Equal Opportunities	2014	2018	
Redundancy Policy	2005	Proposes will be late 2018 following the completion of Terms and Conditions review.	
Discretionary enhanced Payment , Early /Flexible Retirement and Redundancy to include VR	2012	Proposes will be late 2018 following the completion of Terms and Conditions review and in particular any changes to Redundancy Policy.	
Development of Workforce Strategy	2012	Time lines to be confirmed during 2018	Verbal update at EC in November 2017
Flexible working Policy / Alteration to working hour's mgrs. / employee process.	July 2017	Proposes will be late 2018 following the completion of Terms and Conditions review.	
Essential Car User Policy	New	Proposes will be late 2018 following the completion of Terms and Conditions Review	
Health & Safety Policy	2015	2018	General Update Steve Langston
Home working Policy	2012	Proposes will be late 2018 following the completion of Terms and Conditions review.	Steve Langston
Remote working Procedure	2012	Proposes will be late 2018 following the completion of Terms and Conditions review.	Steve Langston