

Employment Committee

Wednesday 16 March 2005

Tuesday 8 March 2005

A meeting of the above Committee will be held in the Town Hall, Royal Leamington Spa, on Wednesday 16 March 2005 at **4.30 p.m.**

Membership:

| | |
|---------------------------|-------------------------------|
| | Councillor R Crowther (Chair) |
| Councillor Mrs M Begg | Councillor J E Hatfield |
| Councillor A Boad | Councillor B Kirton |
| Councillor Mrs F G Bunker | Councillor D S Kundi |
| Councillor J S Hammon | Councillor R E Tamlin |

Emergency Procedure

At the commencement of the meeting the Chair will announce the emergency procedure for the Town Hall.

Declarations of Interests

Declarations should be entered on the form to be circulated with the attendance sheet and declared at item 2 below. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. In the event of an interest being prejudicial, members are reminded that they must withdraw from the room or chamber whenever it becomes apparent that the matter is being considered, unless a dispensation has been obtained from Standards Committee. **If members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.**

Agenda

1. **Substitute Members**

To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

2. **Declarations of Interests**

Members to declare the existence and nature of personal and prejudicial interests in items on the agenda in accordance with the adopted Code of Conduct.

***3. Minutes**

To confirm the minutes of the meetings held on 21 December 2004.
(Previously circulated)

***4. Environmental Health – Staff Restructure**

To consider a report from the Strategic Director (Environment)
(Page 1) (Enclosure)

***5. Legal Services Restructure**

To consider a report from Legal Services **(Page 10)** (Enclosure)

***6. Benefits Service Staffing**

To consider a report from the Customer Information and Advice Directorate
(Page 13) (Enclosure)

***7 RAMP Project**

To consider a report from Equalities. **(Page 16)** (Enclosure)

***8 Restructure of the Housing Repairs Team**

To consider a report from Housing Services. **(Page 18)** (Enclosure)

***9. Implementation of Single Status for Housing Services**

To consider a report from Housing Services and Corporate Personnel
(Page 24) (Enclosure)

***10. ICT Information Security and Staff Conduct Policy**

To consider a report from Head of ICT and Corporate Personnel
(Page 32) (Enclosure)

***11. Elected Member Development Charter**

To consider a report from the Corporate Personnel and Members' Services
(Page 58)(Enclosure)

***12. Public and Press**

To consider resolving that under Section 100A of the Local Government Act 1972 the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within the paragraph of Schedule 12A of the Local Government Act 1972 as set out below.

| Item Nos. | Para Nos. | Reason |
|-----------|-----------|--|
| 13 & 14 | 1 | Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under, the authority [but the information must relate to the person in the capacity of the description given]. |

***13. Early Retirement – Manager Supported Housing**

To consider a report from Chief Executives Department (Page 60)(Enclosure)

***14. Senior Personnel Officer –Two Year Part Time Career Grade**

To consider a report from Corporate Personnel. (Page 62) (Enclosure)

(*Denotes those items upon which decisions will be made under delegated powers, as previously granted by the Council).

General Enquiries: Please contact Lydia Turpin - Members' Services, Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

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For enquiries about specific reports: Please contact the officers named in the reports.

Details of all the Council's committees, councillors and agenda papers are available via our website www.warwickdc.gov.uk.

THE AGENDA IS AVAILABLE IN LARGE PRINT ON REQUEST, PRIOR TO THE MEETING, BY TELEPHONING LYDIA TURPIN ON (01926) 456103.