

Employment Committee

Tuesday, 21 September 2004

Monday, 13 September 2004

A meeting of the above Committee will be held in the Town Hall, Royal Leamington Spa on Tuesday, 21 September 2004 at **4.30 p.m.**

Membership:

Councillor R Crowther (Chair)

| | |
|---------------------------|-------------------------|
| Councillor Mrs M A 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 |

Declarations of Interest

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. **Substitutes**

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 Interest**

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 25 May and 28 June 2004.
(Previously circulated)
- *4. **The Benefits Service and the Verification Framework**
To consider a report from the Customer Information & Advice Directorate
(Page 1) (Enclosure)
- *5 **Establishment of Two New Posts for the Warwickshire Online Partnership (Wolp) Programme: Process Manager and Technical Manager**
To consider a report from the Customer Information & Advice Directorate
(Page 4) (Enclosure)
- *6. **Monitoring of Grievance & Disciplinary Cases**
To consider a report from the Corporate Personnel Service (Page 6) (Enclosure)
- *7 **Equal Opportunities Recruitment Monitoring**
To consider a report from the Corporate Personnel Service (Page 9) (Enclosure)
- *8 **Monitoring of Staff Leaving WDC**
To consider a report from the Corporate Personnel Service (Page 16) (Enclosure)
- *9 **Employment Data Monitoring**
To consider a report from the Corporate Personnel Service (Page 21) (Enclosure)
- *10 **Sickness Absence Monitoring**
To consider a report from the Corporate Personnel Service (Page 30) (Enclosure)
- *11 **Corporate Training and People Skills Scoreboard Monitoring**
To consider a report from the Corporate Personnel Service (Page 40) (Enclosure)
- *12 **Benefit Fraud Investigation Section**
To consider a report from Finance (Page 52) (Enclosure)
- *13 **Workplace Drugs & Alcohol Policy**
To consider a report from the Joint Working Party (Drugs & Alcohol)
(Page 61) (Enclosure)
- *14 **BME Community Officer**
To consider a report from Regenesys (Page 69) (Enclosure)

***15 Member Development**

To consider a report from the Corporate Personnel Services.

(Page 70) (Enclosure)

***16. 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. | Paragraph Nos. | Reason |
|-------------|----------------|---|
| 17, 18 & 19 | 1 | Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former officer-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]. |

***17. Cashiering Function and New Methods of Payment**

To consider a report from the Customer Information & Advice Directorate

(Page 79) (Enclosure)

***18. Principal Legal Officer – Early Retirement**

To consider a report from the Corporate Personnel Services.

(Page 82) (Enclosure)

***19. Sustainability Officers – End of Contract**

To consider a report from the Corporate Personnel Services.

(Page 84) (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.

**You can e-mail the members of the this Committee at
employmentcommittee@warwickdc.gov.uk**

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) 456104.