

# Employment Committee

Tuesday 18 September 2007

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Monday 10 September 2007

A meeting of the above Committee will be held at the **Town Hall, Royal Leamington Spa**, on Tuesday 18 September at **4.30pm**.

Membership:

Councillor G Guest (Chairman)  
Councillor Mrs F Bunker      Councillor J Hammon  
Councillor M Coker          Councillor A Heath  
Councillor R Crowther      Councillor Mrs J Knight  
Councillor B Gifford        Councillor C White  
Councillor Mrs E Goode

## Emergency Procedure

At the commencement of the meeting the Chairman 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 meeting held on 25 June 2007.

(Previously Circulated)

\*4. **Housing Standards and Decent Homes Officer – Full Time Temporary Post**

To consider a report from the Divisional Environmental Health Officer.

(Page 1) (Enclosure)

\*5. **Flexible Working Hours Scheme**

To consider a report from Acting HR Manager

(Page 4) (Enclosure)

\*6. **Employment Data Monitoring**

To consider a report from the Acting HR Manager

(Page 15) (Enclosure)

\*7. **Equal Opportunities Recruitment Monitoring**

To consider a report from the Acting HR Manager

(Page 26) (Enclosure)

\*8. **Monitoring of Staff Leaving WDC**

To consider a report from the Acting HR Manager

(Page 35) (Enclosure)

\*9. **Sickness Absence Monitoring**

To consider a report from the Acting HR Manager

(Page 43) (Enclosure)

\*10. **Monitoring of Grievance and Disciplinary Cases**

To consider a report from the Acting HR Manager

(Page 54) (Enclosure)

\*11. **Appraisal Monitoring**

To consider a report from the Acting HR Manager

(Page 61) (Enclosure)

\*12. **Quarterly Sickness Absence and Turnover Monitoring 07/08**

To consider a report from the Acting HR Manager

(Page 68) (Enclosure)

\*13. **Amendment to Adoption Policy**

To consider a report from the Senior Personnel Officer

(Page 73) (Enclosure)

**\*14. 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 paragraphs of Schedule 12A of the Local Government Act 1972 following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

| Item Nos. | Para Nos. | Reason   |
|-----------|-----------|--|
| 15        | 1         | Information relating to any individual.  |
| 16        | 1 & 2     | Information relating to any individual; and Information which is likely to reveal the identity of an individual. |

**\*15. Building on Excellence**

To consider a report from the Chief Executive.

**(Page 77)** (Enclosure)  
**(Not for Publication)**

**\*16. Discretionary Payments**

To consider a report from the Acting Strategic Director for Customer Information and Advice.

**(Page 96)** (Enclosure)  
**(Not for Publication)**

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

**General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.**

**Telephone: 01926 456005**

**Facsimile: 01926 456121**

**E-Mail: [committee@warwickdc.gov.uk](mailto:committee@warwickdc.gov.uk)**

**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](http://www.warwickdc.gov.uk).**

**Please note that the majority of the meetings are held on the first floor of the Town Hall. If you feel that this may restrict you attending this meeting, please telephone (01926) 456005 prior to the meeting, so that we can assist you and make any necessary arrangements to help you to attend the meeting.**

**THE AGENDA IS AVAILABLE IN LARGE PRINT ON REQUEST, PRIOR TO THE MEETING.**