

# Employment Committee

Monday 18 December 2006

Friday 8 December 2006

A meeting of the above Committee will be held in the **Training Room, Riverside House**, Royal Leamington Spa, on Monday 18 December 2006 at **4.30 p.m.**

Membership:

	Councillor B Crowther (Chair)
Councillor A Boad	Councillor J Hammon
Councillor Mrs F Bunker	Councillor J Hatfield
Councillor B Gifford	Councillor B Kirton
Councillor B Gill	Councillor D Kundi

## 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 meeting held on 8 November 2006.

(Previously circulated)

**\*4. Customer Services Handbook**

To consider a report from Revenues & Customer Services

**(Page 1)** (Enclosure)

**\*5. Health and Safety Procedures in Relation to Working Away From the Office.**

To consider a report from Environmental Health

**(Page 13)** (Enclosure)

**\*6. Changes to LGPS Redundancy Regulations**

To consider a report from Corporate Personnel Services/Finance

**(Page 21)** (Enclosure)

**\*7. 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 as set out below.

Item No.	Para Nos.	Reason
7	1 & 2	Information relating to any individual; <b>and/or</b> Information which is likely to reveal the identity of any individual.

**\*8. Electoral Administration Staffing**

To consider a report from Members' Services.

**(Page 25)** (Enclosure)

**\*9. The Healthy Living Centre**

To consider a report from Strategic Director

**(Page 27)** (Enclosure)

**\*10. Benefits and Revenues Staffing Restructure**

To consider a report from Revenues & Customer Services

**(Page 30)** (Enclosure)

(\*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.**