

Employment Committee

Minutes of the meeting held on Wednesday 16 December 2015 at the Town Hall, Royal Leamington Spa at 4.30 pm.

PRESENT: Councillors Mrs Bunker, D'Arcy, Day, Mrs Evetts, Mobbs, Naimo and Rhead.

24. **Apologies and Substitutes**

An apology for absence was received from Councillor Butler and there were no substitutes.

25. **Declarations of Interest**

Minute Number 27 – Financial Inclusion Project Officer

Councillor Mobbs declared an interest because he was a member of the Financial Inclusion Group.

26. **Minutes**

The minutes of the meetings held on 17 June and 16 September 2015 were taken as read and signed by the Chairman as a correct record.

27. **Financial Inclusion Project Officer**

The Committee considered a report from Housing and Property Services which set out a proposal to employ a Financial Inclusion Project Officer to provide money and debt advice to the Council's tenants in financial difficulty. The role would also include providing project support for the Council's Financial Inclusion Strategy along with the management of the Re-settlement Service and associated budgets.

Councillor Mobbs, who was a member of the Financial Inclusion Group, informed Members that he supported this new role. The Sustaining Tenancies Manager informed Members that the role would be reviewed after five years.

Resolved that the establishment of the post of Financial Inclusion Project Officer be approved.

28. **People Strategy Update**

The Committee considered a report from Human Resources which gave an update on the progress made on the People Strategy Action Plan- people priorities discussed at the People Strategy Steering Group (PSSG).

The report presented and summarised the Council's new guidelines for "Attendance at Work during ICT Downtime". It set out the Authority's policy to support procedures when staff were unable to access IT systems.

The report also presented and summarised the updated "Attendance Management Policy" which replaced the previous Sickness Policy.

EMPLOYMENT COMMITTEE MINUTES (Continued)

The Interim HR Manager gave assurance to Members that departmental managers would be able to assess that staff working from home were doing the work required. It may be that managers might choose to assess that home workers were equally productive by monitoring productivity and meeting deadlines. It would soon become very obvious if staff working from home were less productive than their office based counterparts.

Members also raised concerns about the phenomenon known as "presenteeism", when staff who were ill refused to take time away from work to recover or did not take enough time away from work to recover. The Interim HR Manager stated that if staff returned too soon to work, it would be picked up in the "Return to Work Interview".

Resolved that

- (1) the report be noted;
- (2) the "Attendance at Work during ICT Downtime" – Appendix 1 in the report be approved; and
- (3) The "Attendance Management Policy" – Appendix 2 in the report be approved.

(Councillor Rhead arrived whilst this item was being discussed.)

29. Public and Press

Resolved 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 paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute Nos.	Para Nos.	Reason
30 to 33	1	Information relating to an individual
30 to 33	2	Information which is likely to reveal the identity of an individual.

The full text of Minutes 30 and 33 were recorded in a confidential minute which would be considered for publication following implementation of the relevant decisions. A summary is as follows:

30. Building Control Re-structure

The Committee approved the recommendations in the report.

EMPLOYMENT COMMITTEE MINUTES (Continued)

31. **Warwick District Council Establishment Changes due to Telephony Return to Riverside House**

The Committee approved the recommendations in the report.

32. **HR Resources review**

The Committee approved the recommendations in the report.

33. **Minutes**

The confidential minutes of the meetings held on 17 June and 16 September 2015 were taken as read and signed by the Chairman as a correct record.

(The meeting ended at 5.17 pm)