

# Employment Committee

Tuesday 21 December 2004

Monday 13 December 2004

A meeting of the above Committee will be held in the Town Hall, Royal Leamington Spa on Tuesday 21 December 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

## Emergency Procedure

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

## 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 meeting held on 21 September 2004.  
(Previously circulated)

\*4. **Document Management Centre Learning Stage**

To consider a report from the Customer Information & Advice Directorate.  
**(Page 1)** (Enclosure)

\*5 **Joint One Stop Shop Initiative**

To consider a report from the Customer Information and Advice Directorate  
**(Page 5)** (Enclosure)

\*6. **Change of Post Designation – Building Control**

To consider a report from Planning and Engineering **(Page 9)** (Enclosure)

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

**General Enquiries: Please contact Graham Leach- 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](mailto:employmentcommittee@warwickdc.gov.uk)**

**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).**

**THE AGENDA IS AVAILABLE IN LARGE PRINT ON REQUEST, PRIOR TO THE MEETING BY TELEPHONING GRAHAM LEACH ON (01926) 456102.**