

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB3 6EA

t: 08450 450 500
f: 01954 713149
dx: DX 729500 Cambridge 15
minicom: 01480 376743
www.scambs.gov.uk



16 January 2004

To: Chairman – Councillor Dr JA Heap
Vice-Chairman – Councillor Mrs VM Trueman
Members of the Employment Committee – Councillors Mrs JM Healey,
MP Howell, EL Monks, DL Porter, JA Quinlan, Mrs GJ Smith, RT Summerfield
and Mrs BE Waters

Dear Councillor

You are invited to attend the next meeting of **EMPLOYMENT COMMITTEE**, which will be held in **COUNCIL CHAMBER** at South Cambridgeshire Hall on **THURSDAY, 22 JANUARY 2004** at **1.30 p.m.**

Yours faithfully
GJ HARLOCK
Finance and Resources Director

AGENDA

PAGES

1. Apologies
Apologies for absence have been received from Councillors MP Howell and JA Quinlan.
2. Declarations of Interest
Members need only declare an interest in circumstances where there is an item on the agenda that may cause a conflict of interests.
3. To elect a Chairman
4. To confirm as a correct record the Minutes of the meeting held on 6th September 2002 **1 - 2**
5. To appoint a selection panel for the considerations of applications for the post of Assistant Finance & Resources Director (ICT)

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EMPLOYMENT COMMITTEE

At the meeting of the Committee
held on 6th September 2002 at 2pm

PRESENT:

Councillors

Mrs JM Healey

CR Nightingale

Dr JA Heap

DL Porter

MP Howell

RT Summerfield

EL Monks

DALG Wherrell

1. APOLOGIES

Apologies for absence were received from Councillor Mrs VM Trueman and Councillor Mrs JM Healey apologised for her late arrival.

2. A PRESENTATION BY THE CHIEF EXECUTIVE ON THE ROLE AND POWERS OF THE EMPLOYMENT COMMITTEE

The Chief Executive presented an outline of the composition and responsibilities of the Employment Committee. The following points were made in addition to the outline:

- The limit to regrading was reviewed annually as a level 3 fund and would be automatically adjusted when other funding levels across the Constitution were reconsidered;
- Ad hoc panels for hearing appeals and dealing with grievance and discipline procedures and for appointing chief officers and deputy chief officers would be chosen by the Chairman from among the available Committee members who were willing to serve; and
- The ad hoc panel for the appointment of chief officers and deputy chief officers was to comprise five members of the Employment Committee including relevant Cabinet members. While the Constitution implies the Cabinet member is included in the panel of five, the Chief Executive could not see any reason a panel of six with two Cabinet members could not be formed where two portfolio holders were appropriate.

It was noted that while the Employment Committee did not have any scheduled regular meetings it was important to know who the Chairman was in case a situation arose.

There was some discussion regarding the appropriateness of the Portfolio Holder being Chairman as it might appear the Portfolio Holder were too close to a situation. The Chief Executive noted that there was a risk of appearing as such but that he was trying to emphasise the need for strong links between the roles of Chairman and of Portfolio Holder as decisions such as regradings would affect budgets in future years. Councillor Dr JA Heap stated that the Chairmanship needed to underline the independent nature of the Committee and that the positions of Chairman and of Portfolio Holder needed to be seen as distinctive roles even if occupied by the same person. Councillor RT Summerfield stated that the Constitution needed to reflect that the Portfolio Holder should be consulted by the Chairman on any decisions made by the Employment Committee.

It was decided to ask the Head of Legal Services to define the extent of the Portfolio Holder's involvement in decisions and whether the Portfolio Holder should be involved throughout any matters if not a member of an ad hoc panel.

It was agreed that training for members of the Committee is essential and should be completed before any situations arose.

N.B. The response of the Head of Legal Services was circulated separately to Committee members for their comments.

3. ELECTION OF CHAIRMAN

The Committee **RESOLVED** that Councillor EL Monks be elected Chairman of the Committee for the coming year.

4. APPOINTMENT OF VICE-CHAIRMAN

The Committee **RESOLVED** that Councillor DALG Wherrell be appointed Vice-Chairman of the Committee for the coming year.

5. MINUTES

The minutes of the meeting held on 19th October 2001 were confirmed as a correct record.

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The meeting closed at 2.26 p.m.

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