

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Employment Committee held on
Monday, 23 June 2008

PRESENT:

Councillors:	RE Barrett	BR Burling
	Mrs EM Heazell	A Riley
	RT Summerfield	RJ Turner

and Councillor MP Howell, Staffing Portfolio Holder.

Officers:	Susan Gardner Craig	Human Resources Manager
	Greg Harlock	Chief Executive

Councillor RMA Manning was in attendance, by invitation.

There were no apologies for absence.

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. ELECTION OF CHAIRMAN

On the nomination of Councillor RE Barrett, seconded by Councillor Mrs EM Heazell, and there being no other nominations, the Committee unanimously **AGREED** that Councillor RT Summerfield be elected Chairman of the Employment Committee.

3. APPOINTMENT OF VICE CHAIRMAN

On the nomination of Councillor Mark Howell, seconded by Councillor RE Barrett, and there being no other nominations, the Committee unanimously **AGREED** that Councillor RJ Turner be elected Vice-Chairman of the Employment Committee.

4. MINUTES OF PREVIOUS MEETING

Subject to the amendment of the final sentence of the first paragraph of section 5 of the minutes to read, "The committee was advised that the **total** cost of the training would be..." the Chairman was authorised to sign as a correct record the minutes of the meeting held on 3 July 2007.

5. TRAINING FOR EMPLOYMENT COMMITTEE MEMBERS

An updated schedule detailing relevant training received by members of the Employment Committee was circulated.

The need for new, and refresher, training was discussed, and the Chairman stressed the requirement for the training provider to take into account, and focus, on council procedures.

It was requested that a one-day, two session, refresher course be arranged. The training would cover Recruitment in one session, with Grievance, Redundancy and Appeals in the another.

In the event of the number of training places being limited, the training should be offered first to members of the Employment Committee, then to members of Cabinet, and then to all other members.

Action: SGC to arrange the training as discussed.

6. INTERVIEW PANEL - CORPORATE MANAGER, NEW COMMUNITIES

The HR Manager advised the Committee that the date of the interview panel for the post "Corporate Manager – New Communities" had been set for Wednesday 23 July.

The Chairman expressed a desire for the panel to comprise of one Member from each political group, and the panel membership was agreed as:

- Cllr DR Bard, as Portfolio Holder
- Cllr RT Summerfield
- Cllr RE Barrett
- Cllr A Riley.

The Meeting ended at 2.16 p.m.
