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12 June 2008

To: Chairman – Councillor  
Vice-Chairman – Councillor  
Members of the Employment Committee – Councillors RE Barrett, BR Burling,  
Mrs EM Heazell, MP Howell, A Riley, RT Summerfield and RJ Turner  
Quorum: 2

Dear Councillor

You are invited to attend the next meeting of **EMPLOYMENT COMMITTEE**, which will be held in **JEAVONS ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **MONDAY, 23 JUNE 2008 at 2.00 p.m.**

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

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<b>AGENDA</b>		<b>PAGES</b>
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence from committee members.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>3.</b>	<b>ELECTION OF CHAIRMAN</b>	
<b>4.</b>	<b>APPOINTMENT OF VICE CHAIRMAN</b>	
<b>5.</b>	<b>MINUTES OF PREVIOUS MEETING</b>	<b>1 - 2</b>
<b>6.</b>	<b>TRAINING FOR EMPLOYMENT COMMITTEE MEMBERS</b> Proposal for training from ABA Consultants (as delivered October 2007) attached for information.	<b>3 - 4</b>
<b>7.</b>	<b>INTERVIEW PANEL - CORPORATE MANAGER, NEW COMMUNITIES</b>	

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Employment Committee held on  
Tuesday, 3 July 2007

**PRESENT:**

Councillors: RE Barrett JD Batchelor  
RT Summerfield RJ Turner

and Councillor Mrs SM Ellington (Staffing and Communications Portfolio Holder).

Officers: Susan Gardner Craig Human Resources Manager  
Greg Harlock Chief Executive  
Guy Moody Democratic Services Officer

Apologies for absence were received from Councillor Mrs SJO Doggett and RM Matthews.

**1. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**2. ELECTION OF CHAIRMAN**

On the nomination of Councillor RE Barrett, seconded by Councillor JD Batchelor, 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 JD Batchelor, seconded by Councillor RE Barrett, the Committee unanimously

**AGREED** that Councillor RJ Turner be elected Vice-Chairman of the Employment Committee.

**4. MINUTES OF PREVIOUS MEETING**

The Chairman was authorised to sign as a correct record the minutes of the meeting held on 22 June 2006.

**5. TRAINING FOR EMPLOYMENT COMMITTEE MEMBERS**

A training proposal from ABA Consultants to cover grievance, redundancy and appeals was distributed to committee members. It was confirmed the training would be tailored to meet the specific requirements of the council. The committee was advised that the cost of the training would be £850 plus VAT plus expenses and that the maximum number of attendees would be 12.

A need for training on Recruitment and Selection techniques was also identified and it was felt that this training should also be offered to members of Cabinet.

The Portfolio Holder expressed concern over the cost of the training and the need to optimise value. Inviting members from neighbouring authorities was discussed, but

discounted as the training would be geared towards SCDC needs.

It was agreed that two training sessions should be arranged to cover:

- Grievance, redundancy and appeals.
- Recruitment and selection.

Grievance, redundancy and appeals would be offered to the Employment Committee and any other member that wished to attend (up to the maximum number of places recommended by the training provider).

Recruitment and selection training would be offered to the Employment Committee and Cabinet.

The sessions are to be arranged for delivery in October on dates that will ensure maximum attendance by Members.

## **6. RECRUITMENT PANEL**

The Chairman advised the committee of a Recruitment Panel on Thursday 12<sup>th</sup> and Friday 13<sup>th</sup> July, to start at 09:00 on each day.

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**The Meeting ended at 10.25 a.m.**

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## EMPLOYEE RELATIONS UPDATE FOR MEMBERS

### Session Aim

To update Members on developments in relation to redundancy, grievances and hearing appeals and to identify the practical implications for the Authority.

### Objectives

By the end of the session Members will have had the opportunity to:

- Recognise the key stages in the grievance process and the importance of conforming to the procedure.
- Explore the legal definition of redundancy; selection for redundancy; consultation and what constitutes suitable alternative employment.
- The role of the appeals process and key skills for Members involved in hearing appeals.
- Identify the practical implications for Members of recent developments in these areas.

**Duration :** 3 hours.

### Content

#### GRIEVANCE

- Legal basis of grievance.
- Statutory grievance procedures.
- The need to follow procedures and the implications of failing to do so.
- Case study material.

#### REDUNDANCY

- Legal definition of redundancy.
- When does redundancy arise?
- Individual and collective consultation.
- What a procedure must include.
- Consequences of failing to consult.
- Suitable alternative employment.

#### APPEALS

- The legal status of Appeals.
- Substantive and procedural issues.
- Key skills in hearing appeals.
- Case study material.

### Methods

The session will be a mixture of short information giving sessions; discussion and case study group work.