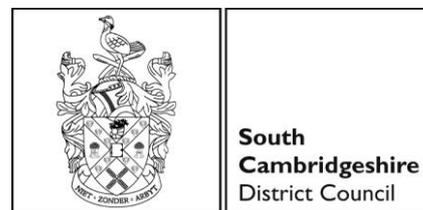


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30 August 2018

To: Chairman – Councillor Henry Batchelor
Vice-Chairman – Councillor Dawn Percival
Members of the Employment and Staffing Committee – Councillors
Sarah Cheung Johnson, Dr. Claire Daunton, Philippa Hart, Mark Howell and
Peter Topping

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **EMPLOYMENT AND STAFFING COMMITTEE**, which will be held in **SWANSLEY ROOM A AND B - GROUND FLOOR** at South Cambridgeshire Hall on **FRIDAY, 7 SEPTEMBER 2018** at **2.00 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance* of the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
Beverly Agass
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

	PAGES
1. APOLOGIES FOR ABSENCE To receive Apologies for Absence from Committee members.	
2. DECLARATIONS OF INTEREST	
3. MINUTES OF PREVIOUS MEETING	1 - 2
4. EXCLUSION OF PRESS AND PUBLIC Item 5 includes a restricted attachment. If Members wish to discuss its contents in detail, then the press and public are likely to be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(a)(4) of the Local Government Act 1972 (exempt information as defined in paragraph 2 of Schedule 12A (as amended) of the Act).	

Paragraph 2 relates to information which is likely to reveal the identity of an individual.

**5. TO DEFINE AND AGREE A WORK PROGRAMME INCLUDING
SCOPE AND TIME LINES**

3 - 10

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Employment Committee held on
Thursday, 11 January 2018 at 10.00 a.m.

PRESENT: Councillor Ray Manning – Chairman
Councillor Val Barrett – Vice-Chairman

Councillors: Pippa Corney Simon Edwards
Alex Riley Bridget Smith

Officers: Patrick Adams Senior Democratic Services Officer
Susan Gardner Craig Head of People and Organisational Development

1. APOLOGIES FOR ABSENCE

There were no Apologies for Absence.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 26 January 2017 were agreed as a correct record, subject to the amendment of the attendance list to record apologies of absence from Councillor Pippa Corney.

4. ANNUAL PAY POLICY STATEMENT

The Head of People and Organisational Development presented this report, which advised the Committee of the requirements of the Localism Act and invited them to approve the Annual Pay Policy Statement.

Gender Pay Gap Reporting

It was noted that due to new equality legislation the Council was required to publish the average gender pay gap. It was understood that the gender pay gap data contrasts the average pay for men and women at the Council. This was not the same as equal pay, which aimed to ensure that men and women were paid the same amount for the same work. The Head of People and Organisational Development explained that both the mean average (-4.99%) and median average (-17.12%) pay gap was in favour of female employees. Reasons for this included:

- The number of male waste operatives, who were paid in the lower quartile.
- The transfer of City Council staff as part of the Joint Waste Service.
- The Council employed more women than men in both the upper middle quartile and the upper quartile.

Apprentices

The Head of People and Organisational Development agreed to update the Pay Policy Statement to include the number of apprentices.

Lowest paid employees

It was noted that the ratio between highest and lowest paid was 1:9.1. This compared favourably with other authorities and the private sector in general. The Council does not currently pay staff below the Living Wage.

Appeal panel

Councillor Ray Manning announced that, as Chairman, he was appointing Councillors Simon Edwards, Alex Riley and Bridget Smith to the forthcoming appeal panel, the date of which was to be announced.

The Committee

RECOMMENDED THAT COUNCIL Approve the Annual Pay Policy Statement.

The Meeting ended at 10.20 a.m.

Agenda Item 5

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

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