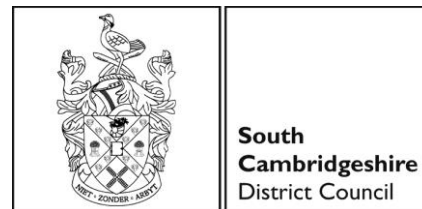


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30 October 2018

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 **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 7 NOVEMBER 2018 at 4.00 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

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

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AGENDA		PAGES
1.	<b>APOLOGIES FOR ABSENCE</b> To receive Apologies for Absence from Committee members.	
2.	<b>DECLARATIONS OF INTEREST</b>	
3.	<b>MINUTES OF PREVIOUS MEETING</b>	1 - 4
	<b>EXCLUSION OF PRESS AND PUBLIC</b> 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 1 of Schedule 12A (as amended) of the Act).	
4.	<b>APPOINTMENT OF SECTION 151 OFFICER</b>	5 - 12
5.	<b>DATE OF NEXT MEETING</b> It is suggested that the next meeting be held in the last week of November. Members are asked to bring their diaries.	

## **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](mailto: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 and Staffing Committee held on  
Friday, 7 September 2018 at 2.00 p.m.

**PRESENT:** Councillor Henry Batchelor – Chairman  
Councillor Dawn Percival – Vice-Chairman

**Councillors:** Sarah Cheung Johnson Dr. Claire Daunton  
Philippa Hart Mark Howell

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

### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Peter Topping.

### **2. DECLARATIONS OF INTEREST**

None.

### **3. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 11 January 2018 were agreed as a correct record.

### **4. EXCLUSION OF PRESS AND PUBLIC**

The Committee agreed to exclude the press and public from the meeting 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.

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

Councillor Henry Batchelor explained that the Committee was being asked to look at a number of employee related matters and make recommendations to the Executive.

It was noted that Councillor Philippa Hart held an ex officio position on the Committee, as the Cabinet member responsible for staffing. Councillor Mark Howell questioned whether a member of the Committee could make recommendations to Cabinet whilst being a member of both bodies. The Senior Democratic Services Officer agreed to provide clarification on this matter.

#### **Recruitment and retention**

It was noted that the Scrutiny and Overview Committee had set up a Task and Finish Group to look at staff recruitment and retention in Planning. It was acknowledged that recruitment and retention challenges were being experienced across a number of professional areas and therefore any review should be wider. The Committee agreed that the Chairman should speak to the Chairman of the Scrutiny and Overview Committee and recommend that its Task and Finish Group be disbanded to avoid any duplication of effort between the two Committees.

**Questionnaire to staff**

The Committee expressed a desire to seek employee views on their employment experience at the Council. The Head of People and Organisational Development explained that full staff surveys had been carried out in 2009, 2012 and 2015. The Council then moved to mini themed surveys (6 per annum).

It was noted that the Council had tried using an external website (Glassdoor) to allow current former staff to make comments, but there had been little take-up. It was therefore agreed that a questionnaire should be sent out to staff to establish an up to date view of staff satisfaction. It was also agreed that employing an external organisation to compile and send out a questionnaire was preferable to doing it in-house, although the cost of this could prove prohibitive.

Councillors Henry Batchelor, Sarah Cheung-Johnson and Dawn Percival agreed to serve on a Task and Finish Group to investigate how to ascertain the views of staff.

**Staff turnover**

The Head of People and Organisational Development explained that all staff leaving the organisation were given the option of an exit interview with a member of HR, as an alternative to their line manager. In addition to this, staff were invited to meet with the CEO prior to leaving. In terms of performance monitoring and personal development staff received an annual appraisal with a six month review and regular one-to-ones. The Head of People and Organisational Development confirmed that the Council had a team of Coaches which could be accessed by all staff. It was noted that, according to exit interviews and feedback that there was no correlation between a lack of mentoring and staff turnover.

**Sickness absence**

Members of the Committee made the following suggestions:

- Sickness days in the appendix to the report should be expressed as a percentage of the number of staff employed in that section.
- It would be useful to have benchmark data to compare our performance with other similar organisations.

The Committee noted the difficulties in finding a similar sized authority, which carried out similar duties for comparative data and so agreed that it would be useful to have a public sector average figure for staff sickness. It was understood that stress was usually not just work related.

**Motion agreed at Council**

It was noted that on 19 July 2018, Council had passed a motion requesting that the Committee “review the Council’s activity to promote equality and diversity amongst its workforce and, in particular, actively seeks ways to make South Cambridgeshire District Council an Employer of Choice for people with disabilities.”

The Head of People and Organisation Development offered to carry out work on this subject, which would include anonymous data on staff declaring a disability and the actions that the Council had taken to support individuals. It was suggested that the aim should be to help disabled people to find and remain in work. It was noted that this matter was part of a wider equality, diversity and inclusion issue. Councillor Mark Howell volunteered to liaise with officers on this subject.

The Senior Democratic Services Officer agreed to find a mutually convenient date for the next meeting of the Committee.

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**The Meeting ended at 3.00 p.m.**

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

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