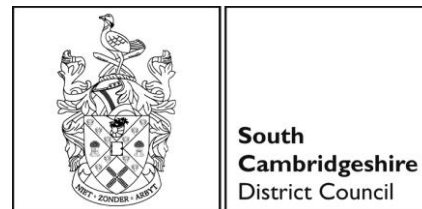


South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

t: 01954 713000  
f: 01954 713149  
[www.scambs.gov.uk](http://www.scambs.gov.uk)



Thursday 6 January 2021

To: Chair – Councillor Henry Batchelor  
Vice-Chair – Councillor Dawn Percival  
Members of the Employment and Staffing Committee – Councillors  
Dr. Claire Daunton, Sally Ann Hart, Mark Howell, Heather Williams and  
John Williams

Quorum: 3

Substitutes: Councillors Sue Ellington, Graham Cone, Nick Wright, Bunty Waters,  
Grenville Chamberlain, Jose Hales and Peter McDonald

Dear Councillor

You are invited to attend the next meeting of **Employment and Staffing Committee**, which will be held in **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Friday, 14 January 2022 at 10.00 a.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  
**Liz Watts**  
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> Approval of the Minutes from the meeting held on 15 October 2021	1 - 4
<b>Recommendation Items</b>		
4.	<b>Pay Policy Statement</b>	5 - 18

5.     **Hybrid Working Policy**  
Report to follow
6.     **Performance Development Policy** **19 - 34**  
  
Information Items
7.     **Retention and Turnover Report: Quarter 2 (Q2) 1 July 2021 to 30 September 2021** **35 - 48**
8.     **Sickness Absence 1 July 2021 to 30 September 2021** **49 - 88**
9.     **Update on the Disability Confident Task & Finish Group**  
Written/verbal update on the Group
10.    **Date of Next Meeting**  
The next meeting will be held on Thursday 9 June

**Notes to help those attending meetings in person at South Cambridgeshire Hall**

**Notes to help those people visiting the South Cambridgeshire District Council offices – please also refer to the Covid-security measures relating to meetings in the Council Chamber which are on the website page for each relevant meeting.**

**Members of the public wishing to view the meeting will be able to watch the livestream via the link which will be publicised before this meeting.**

**Members of the public wishing to attend the meeting in person, please contact Democratic Services at [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)**

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 is 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 and Rescue Service.
- **Do not** re-enter the building until the officer in charge or the Fire and Rescue Service 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. The Council Chamber is accessible to wheelchair users. 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. These include facilities for disabled people.

### **Recording of Business and Use of Mobile Phones**

We are open and transparent about how we make decisions. Public meetings are webcast and are also recorded, but 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. If you do so, the Chair will suspend the meeting until such items are removed.

**Disturbance by Public**

If a member of the public interrupts proceedings at a meeting, the Chair will warn the person concerned. If they continue to interrupt, the Chair 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 Chair 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 can smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

**Food and Drink**

Until the lifting of Covid restrictions, no vending machines are available.