

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 12th and Friday 13th July, to start at 09:00 on each day.

The Meeting ended at 10.25 a.m.
