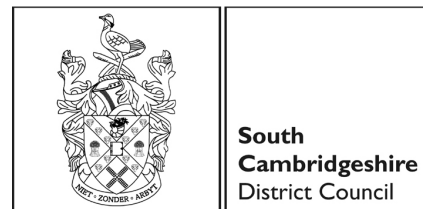


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4 March 2009



To: Councillor MP Howell, Portfolio Holder

MB Loynes
RB Martlew
RT Summerfield

Scrutiny Monitor
Opposition Spokesman
Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **STAFFING PORTFOLIO HOLDER'S MEETING**, which will be held in **SWANSLEY ROOM, GROUND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 12 MARCH 2009 at 4.00 p.m.**

Yours faithfully
GJ HARLOCK
Chief Executive

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

AGENDA		PAGES
PROCEDURAL ITEMS		
1.	Declarations of Interest	
2.	Minutes of Previous Meeting To confirm that the Minutes of the meeting held on 20 November 2008 are a correct record.	1 - 4
RECOMMENDATION TO CABINET		
3.	Comprehensive Equalities Policy 2009-2012 Recommendation to Cabinet	5 - 42
DECISION ITEMS		
4.	Council Office Christmas and New Year Closing Arrangements 2009/10	43 - 56
5.	Review of Family Issues Policy	57 - 90
6.	HR / Payroll Service Plan 2009/10	91 - 108
INFORMATION ITEMS		
7.	Pay and Grading Review - Update (Key)	109 - 112

- | | | |
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| 8. | Leavers April 2008 – December 2008 | 113 - 116 |
| 9. | Managing Sickness Absence - Update | 117 - 122 |
| 10. | Management Development Update | 123 - 128 |
| 11. | Supporting Gypsies and Travellers | 129 - 136 |

STANDING ITEMS

- | | | |
|------------|--|------------------|
| 12. | Forward Plan
The Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary and published on the Council's website following each meeting. The Portfolio Holder will be responsible for the content and accuracy of the forward plan. | 137 - 138 |
| 13. | Date of Next Meeting | |

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

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- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the 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 someone feels unwell or needs first aid, please alert a member of staff.

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No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

Disturbance by Public

If a member of the public interrupts proceedings, 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.

Smoking

Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

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Visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings or are switched off altogether.