

South Cambridgeshire Hall
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7 July 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 at South Cambridgeshire Hall on **Thursday, 15 July 2021 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

Liz Watts

Chief Executive

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

Agenda

	Pages
1. Apologies for Absence To receive Apologies for Absence from Committee members.	
2. Declarations of Interest	
3. Minutes of Previous Meeting To agree the Minutes of the meeting held on 15 March 2021.	1 - 4
Decision Item	
4. Disciplinary Policy Review	5 - 32

Information Items

- | | | |
|-----------|---|----------------|
| 5. | Retention and Turnover Report and Presentation: Quarter 3 (Q3) 1 October 2020 - 31 December 2020 | 33 - 52 |
| 6. | Retention and Turnover Report: Quarter 4 (Q4) 1 January 2021 - 31 March 2021 | 53 - 72 |
| 7. | Sickness Absence 1 January to 31 March (Q4) | 73 - 78 |
| 8. | Update from the Disability Confident Task and Finish Group | |

Procedural Item

- 9. Date of Next Meeting**
To note that the next meeting will be held on Friday 15 October 2021 at 10am.

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

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Security

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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

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- **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

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