

A meeting of the **EMPLOYMENT COMMITTEE** will be held in **THE CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 20TH SEPTEMBER 2023** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

## **AGENDA**

### **APOLOGIES**

**1. MINUTES** (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting of the Committee held on 21st June 2023.

**Contact Officer: A Roberts - 388015**

**2. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary, other registerable and non-registerable interests in relation to any Agenda item. See Notes below.

**Contact Officer: Democratic Services - 388169**

**3. WORKFORCE INFORMATION REPORT QUARTER ONE 2023-24** (Pages 9 - 28)

To consider an update on HR matters impacting on the performance of the organisation.

**Contact Officer: N Bane - 388422**

**4. WORKFORCE PROFILE AND ACTION PLAN** (Pages 29 - 40)

To consider and comment on the Workforce Profile and Action Plan.

**Contact Officer: N Bane - 388422**

**5. NEW POLICY - FIXED TERM CONTRACTS** (Pages 41 - 48)

To consider and comment on the draft Fixed Term Contracts Policy.

**Contact Officer: N Bane - 388422**

**6. HR POLICY UPDATE (Pages 49 - 78)**

To consider and comment on a report by the Strategic HR Manager on the outcome of reviews of the Job Evaluation and Working Time Regulations Guidelines.

**Contact Officer: N Bane - 388422**

**7. REPRESENTATIVES OF EMPLOYEES**

At the request of representatives of employees to consider a range of issues.

11th day of September 2023

***Michelle Sacks***

Chief Executive and Head of Paid Service

**Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.**

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution](#)

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The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

**Please contact Anthony Roberts ,Democratic Services, Tel: 01480 388169 / email Anthony.Roberts@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the [District Council's website](#).

### **Emergency Procedure**

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.