

A meeting of the **EMPLOYMENT PANEL** will be held in **CIVIC SUITE CVSO.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 28 NOVEMBER 2012** at **18:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting of the Panel held on 19th September 2012.

**Mrs C Bulman
388234**

2. MEMBERS' INTERESTS

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

3. REVIEW OF EMPLOYEE CONSULTATION INFORMATION ARRANGEMENTS

To consider the outcome of a review of the existing Information and Consultation arrangements and proposals for future practice. **(TO FOLLOW)**.

**T Parker
388301**

4. EMPLOYMENT REPORT (Pages 7 - 22)

To consider a report by the HR Business Partner (LGSS) on HR matters impacting on the performance of the organisation.

**Mrs J Maulder
01223 699495**

5. QUARTERLY PERFORMANCE REPORT FOR HR & OWD SERVICES - QUARTERS 1 & 2 (Pages 23 - 34)

To consider a report by LGSS setting out the performance of the LGSS HR, Payroll and Organisation & Workforce Development (OWD) services for the period 1st May to 30th September 2012.

**Mrs J Maulder
01223 699495**

6. SAFEGUARDING (Pages 35 - 84)

To consider and comment on a revised Safeguarding Policy for the District Council.

**C Davidson
387801**

7. RETIREMENT OF PERSONNEL - ACKNOWLEDGEMENTS
(Pages 85 - 86)

To consider a report by the HR Business Partner, LGSS

Mrs J Maulder
01223 699495

8. EXCLUSION OF THE PUBLIC

To resolve that the public be excluded from the meeting because the business to be transacted contains information relating to consultations or negotiations in connection with labour relation matters between the Council and its employees.

9. HDC PAY REVIEW PROJECT 2012 BRIEFING NOTE (Pages 87 - 90)

To receive an update on the District Council's Pay Review project. A briefing note by the Chairman of ELAG Staff Side and the Corporate Policy and Performance Manager is attached.

H Thackray
388035
C Davidson
387801

Dated this 20 day of November
2012



Head of Paid Service

Notes

A. Disclosable Pecuniary Interests

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it*

(a) relates to you, or

(b) is an interest of -

(i) your spouse or civil partner; or

(ii) a person with whom you are living as husband and wife; or

(iii) a person with whom you are living as if you were civil partners

and you are aware that the other person has the interest.

(3) *Disclosable pecuniary interests includes -*

(a) any employment or profession carried out for profit or gain;

(b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);

(c) any current contracts with the Council;

(d) any beneficial interest in land/property within the Council's area;

(e) any licence for a month or longer to occupy land in the Council's area;

- (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or
- (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

B. Other Interests

(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.

(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- (b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

Please contact Mrs C Bulman, Democratic Services Officer, Tel No. 01480 388234/e-mail: Claire.Bulman@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 – www.huntingdonshire.gov.uk (under Councils and Democracy).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Democratic Services Manager and we will try to accommodate your needs.

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.