

A meeting of the **EMPLOYMENT PANEL** will be held in the **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 3 FEBRUARY 2016** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

A G E N D A

	Contact
APOLOGIES	
1. MINUTES (Pages 5 - 8) To approve as a correct record the Minutes of the meeting held on 18th November 2015.	A Roberts 388015
2. MEMBERS' INTERESTS To receive from Members declarations, as to disclosable pecuniary and other interests in relation to any Agenda Item.	
3. STAFF COUNCIL At the request of Staff Council representatives to consider a range of issues.	C Davidson 387801
4. WORKFORCE INFORMATION REPORT (QUARTER 3) (Pages 9 - 18) To consider an update on HR matters impacting on the performance of the organisation.	D Buckridge 388065
5. LGSS QUARTERLY PERFORMANCE AND MONITORING REPORT (QUARTER 3) (Pages 19 - 30) To consider a report providing an overview of the service delivered by Local Government Shared Services for the period October to December 2015 in respect of Human Resource and Payroll Services.	D Buckridge 388065
6. EMPLOYMENT MATTERS WITHIN SECTIONS To discuss with the Heads of Community Services and of Operations employment matters within their sections of the Council.	A Dobbyne 388100
7. WORKFORCE DEVELOPMENT STRATEGY ON A PAGE (Pages 31 - 38) To consider a report by the Corporate Team Manager on the Workforce Strategy on a Page.	A Dobbyne 388100
8. PAY POLICY STATEMENT 2016/17 (Pages 39 - 46) To consider and comment on the Council's Pay Policy Statement for	A Marsh 388482

2016/17.

9. EMPLOYEE SURVEY - ACTION PLAN (Pages 47 - 54)

D Buckridge
388065

To consider a report by the Policy, Performance and Transformation Manager on progress of the Employee Opinion Survey action plan.

10. GRIEVANCE POLICY AND PROCEDURE (Pages 55 - 64)

A Marsh
388482

To consider and comment on a revised Grievance Policy and procedure.

11. DISCIPLINARY POLICY AND PROCEDURE (Pages 65 - 82)

To consider and comment on a revised Grievance and Disciplinary Policy and procedure.

Dated this 26 day of January 2016



Head of Paid Service

Notes

1. 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.

Non-Statutory Disclosable Interests

(4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*

(5) *A Member has a non-statutory disclosable 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 a disclosable pecuniary interest, 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, or
- (c) it relates to or is likely to affect any body –
- (i) exercising functions of a public nature; or
 - (ii) directed to charitable purposes; or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link [filming, photography and recording at council meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Anthony Roberts, Democratic Services Team, Tel No. 01480 388169/e-mail 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 – 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 Elections & 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.