



**Lewes District Council**

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## **Employment Committee**

**Minutes** of a meeting of the **Employment Committee** held in the **Warren Room, Lewes House, Lewes** on **Monday, 13 October 2008** at **10.00am**.

**Present:**

**Employer's Side:**

Councillors T M Hawthorne (Chair), J H Freeman, I A Nicholson, J H F Sheppard

**Employees' Side:**

Mr J Betteridge, Mr P Demetriou, Mrs L Plant and Mr G Purdye

Also present: Ms S McGreal, Unison Regional Organiser

	<b>Minutes</b>	<b>Action</b>
<b>1</b>	<b>Minutes</b>  The Minutes of the meeting held on 21 April 2008 were approved as a correct record and signed by the Chair.	
<b>2</b>	<b>Apologies for Absence</b>  Apologies for absence had been received from Councillor D O Rogers OBE and from Mr M Connolly.	
<b>3</b>	<b>Urgent Item</b>  The Chair agreed that, in accordance with Section 100D(4)(b) of the Local Government Act 1972, the Flexible Retirement Request which had been circulated to Committee members prior to the meeting would be considered as a matter of urgency in order for the Committee to make its recommendations at its earliest opportunity.	

**4 Checks for Essential and Casual Car Users - Progress**

The Committee considered Report No 191/08 which updated the Committee on the progress of the car checks introduced after April's Committee meeting.

Resolved:

**4.1** That the Report be noted.

**5 Flexible Retirement- Progress**

The Committee considered Report No 192/08 which updated the Committee on the take-up of flexible retirement since it was introduced in October 2007.

Resolved:

**5.1** That the Report be noted.

**6 Lone Worker Policy**

The Committee considered Report No 193/08 which sought to introduce a new policy on lone working to the Council. Councillors noted that it was essential for staff to follow the 'Failure to Return' procedure and that the policy was cross referenced to the Violence at Work policy to allow workers away from Council premises to attend in pairs if considered necessary.

Resolved:

**6.1** That the policy set out at Appendix A to the Report be adopted.

HBS

**7 Support for Volunteer Reserves**

The Committee considered Report No 194/08 which updated the Council's policy on supporting the volunteer services.

Resolved:

**7.1** That the policy set out at paragraph 3 the Report be adopted.

HBS

## 8 Councillors' Training Requirements

The Committee considered Report No 195/08 which allowed the Committee to identify any training needs for the coming year.

### Resolved:

- 8.1 That the Head of Business Services be requested to arrange training on Appeal Hearings as soon as is practicable.

HBS

## 9 Pay Award 2008

The Committee considered the oral report of the Head of Business Services that Unison had requested that the 2008 pay award be referred to ACAS. A date for these proceedings had not yet been set.

## 10 Unison Area Representative

The Chair introduced Ms Sarah McGreal, Unison Area Representative, who explained her role and invited any questions from Committee members.

## 11 Exclusion of the Public

### Resolved:

- 11.1 That in accordance with Section 100A of the Local Government Act 1972 (as amended) the public be excluded from the meeting during the discussion of the following item as there were likely to disclosure of exempt information as defined in paragraphs 1 and 2 of part 1 of schedule 12A of the Act.

## 12 Flexible Retirement Request

The Committee considered Report No 206/08 which sought agreement to a flexible retirement request. The Head of Business Services stated that, following further discussions with staff, initial costs would be somewhat higher than anticipated in the Report but that savings would begin to accrue part way through year 3. The postholder was expected to be permitted to begin reduced hours towards the end of 2008.

Resolved:

**12.1** That the Flexible Retirement Request be agreed.

HBS

**13 Date of Next Meeting**

The next meeting of the Committee was schedule to be held in the Warren Room, Lewes House, Lewes on 19 January 2009 at 10.00am.

The meeting ended at 10.35am

T M Hawthorne  
Chair