



Lewes District Council
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To all Members of the Employment Committee

A meeting of the **Employment Committee** will be held in the **Ditchling Room, Southover House, Southover Road, Lewes** on **Monday, 13 January 2014** at **10.00am** which you are requested to attend.

The venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired.

3 January 2014

Catherine Knight
Corporate Head - Legal and Democratic
Services

Agenda

- 1 Minutes**
To approve the Minutes of the meeting held on 16 December 2013 (copy previously circulated)
- 2 Apologies for Absence/Declaration of Substitute Members**
- 3 Disclosure by councillors of personal interests in matters on the Agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct**
- 4 Items not on the Agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972**
- 5 To deal with written questions from councillors pursuant to Council Procedure Rule 11.3 (page D8 of the Constitution)**

6 Disciplinary and Grievance Procedure

To receive the Report of the HR Manager (Report No 16/14)

Attached Documents:

[Disciplinary and Grievance Procedure - Report](#)

[Disciplinary and Grievance Procedure - Appendix 1](#)

[Disciplinary and Grievance Procedure - Appendix 2](#)

[Disciplinary and Grievance Procedure - Appendix 3](#)

[Disciplinary and Grievance Procedure - Appendix 4](#)

[Disciplinary and Grievance Procedure - Appendix 5](#)

[Disciplinary and Grievance Procedure - Appendix 6](#)

7 Health and Safety Policy

To consider the Report of the HR Manager (Report No 17/14)

Attached Documents:

[Health and Safety Policy](#)

8 Sickness Report

To receive the Report of the HR Manager (Report No 18/14)

Attached Documents:

[Sickness Report](#)

9 Accident Report

To receive the Report of the HR Manager (Report No 19/14)

Attached Documents:

[Accident Report](#)

Exclusion of the Public and Press

To consider, under Section 100(A)(4) of the Local Government Act 1972 (as amended), excluding the public and press from the meeting during the discussion of Items 10 and 11 on this Agenda as there is likely to be a disclosure of exempt information as defined in paragraphs 1, 2 and 7 of Part 1 of Schedule 12A of the Act.

10 Consideration of Matters Raised by the Employees' Side

11 Consideration of Health and Safety Matters Raised by the Employees' Side

12 Date of Next Meeting

To note that the next meeting of the Employment Committee is scheduled to be held on Monday, 14 April 2014 in the Ditchling Room, Southover House, Lewes commencing at 10.00am

For further information about items appearing on this Agenda, please contact Zoe

Downton at Southover House, Southover Road, Lewes, East Sussex, BN7 1AB.
Telephone Lewes (01273) 484359.

Distribution:

Councillors E E J Russell (Chair), R Blackman, C J Butler, S J Gauntlett, A X Smith

Employees' Side: Mr N Cannan, Mr M Connolly, Mrs S Harvey, Mr G Purdye, Mr T
Watson