



**Lewes District Council**

**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, 12 September 2016 at 10:00** which you are requested to attend.

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

This meeting may be filmed, recorded or broadcast by any person or organisation. Anyone wishing to film or record must notify the Chair prior to the start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

31/08/2016

Catherine Knight  
Assistant Director of Legal and Democratic Services

**Agenda**

- 1 Minutes**  
To approve the Minutes of the Meeting of the Employment Committee held on 13 June 2016 (copy previously circulated)
- 2 Apologies for Absence/Declaration of Substitute Members**
- 3 Declarations of Interest**  
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 Urgent Items**  
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 Written Questions**  
To deal with written questions from councillors pursuant to Council Procedure Rule 11.3 (page D8 of the Constitution)

- 6 Committee Training Requirements (page 3)**  
To consider the Report of the Assistant Director of Legal and Democratic Services (Report No 110/16 herewith)
- 7 Attendance Management Policy & Procedure Report (page 5)**  
To consider the Report of the HR Manager, Shared Service (Report No 111/16 herewith)
- 8 Sickness Report (page 44)**  
To receive the Report of the HR Manager, Shared Service (Report No 112/16 herewith)
- 9 Accidents to staff from April 2016 to July 2016 (page 52)**  
To receive the Report of the Health and Safety Officer (Report No 113/16)

**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 are likely to be disclosures of exempt information as defined in paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Act.

- 10 Consideration of Matters Raised by the Employees' Side**  
To consider any matters raised by the Employees' Side in respect of the items on this Agenda
- 11 Consideration of Health and Safety Matters Raised by the Employees' Side**  
To consider any matters raised by the Employees' Side in respect of Health and Safety
- 12 Date of Next Meeting**  
To note that the next meeting of the Employment Committee is scheduled to be held on Monday, 19 December 2016 in the Telscombe Room, Southover House, Southover Road, Lewes commencing at 10.00am

For further information about items appearing on this Agenda, please contact Jen Norman at Southover House, Southover Road, Lewes, East Sussex BN7 1AB. Telephone 01273 471600

**Distribution:**

Councillors: J Peterson (Chair), M Chartier, P Franklin, S Gauntlett and E Merry

Employees' Side: Mr M Connolly, Mrs S Harvey, Mrs L Plant and Mr G Purdye