



**TRAFFORD  
COUNCIL**

**AGENDA PAPERS FOR  
SPECIAL MEETING OF EMPLOYMENT COMMITTEE**

**Date: Wednesday, 18 September 2013**

**Time: 5.30 pm**

**Place: Thomas De Trafford Conference Room (B), 1st Floor, Trafford Town Hall,  
Talbot Road, Stretford, M32 0YT**

<b>A G E N D A</b>	<b>PART I</b>	<b>Pages</b>
1.	<b>ATTENDANCES</b>  To note attendances, including Officers and any apologies for absence.	
2.	<b>MINUTES</b>  To receive and if so determined, to approve as a correct record the Minutes of the meeting held on 1 July 2013.	1 - 2
3.	<b>URGENT BUSINESS</b>  Any other item or items which, by reason of special circumstances (to be specified), the Chairman of the meeting is of the opinion should be considered at this meeting as a matter of urgency.	
4.	<b>EXCLUSION RESOLUTION</b>  Motion (Which may be amended as Members think fit):  That the public be excluded from this meeting during consideration of the remaining items on the agenda, because of the likelihood of disclosure of "exempt information" which falls within one or more descriptive category or categories of the Local Government Act 1972, Schedule 12A, as amended, and specified on the agenda item or report relating to each such item respectively.	

5. **CONSULTATION ON PROPOSED CHANGES TO  
STAFF TERMS AND CONDITIONS**

It is anticipated that the Chairman of the meeting will allow, by reason of special circumstances (to be specified), consideration of a report of the Executive Member for Finance, as a matter of urgency.

Para. 4

To Follow

**THERESA GRANT**  
Chief Executive

Membership of the Committee

Councillors B. Rigby (Chairman), Mrs. P. Dixon (Vice-Chairman), J. Bennett, Mrs. L. Cooke, C. Hynes, J. Lamb and A. Western.

Further Information

For help, advice and information about this meeting please contact:

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This agenda was issued on **Thursday, 12 September 2013** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

## EMPLOYMENT COMMITTEE

1 JULY 2013

### PRESENT

Councillor B. Rigby (in the Chair).

Councillors Mrs. P. Dixon (Vice-Chairman), J. Bennett, Mrs. L. Cooke and C. Hynes.

#### In attendance

Director of Human Resources (Ms. J. Hyde),

Head of Workforce and Core Strategy (Ms. L. Hooley),

Democratic Services Officer (Miss N. Owen).

### APOLOGIES

Apologies for absence were received from Councillors J. Lamb and A. Western.

#### 1. **MEMBERSHIP OF THE COMMITTEE 2013/14, INCLUDING CHAIRMAN, VICE-CHAIRMAN AND OPPOSITION SPOKESPERSON**

RESOLVED: That the Membership of the Committee for the 2013/14 Municipal Year, as appointed at the Annual Meeting of the Council held on 22<sup>nd</sup> May 2013 and set out below, be noted:

7 Members (4:3:0), namely, Councillors Bennett, Mrs. Cooke, Mrs. Dixon (Vice-Chairman), Hynes, Lamb, Rigby (Chairman) and A. Western (Opposition Spokesperson).

#### 2. **TERMS OF REFERENCE**

RESOLVED: That the Employment Committee's Terms of Reference, as confirmed by Council at its Annual Meeting on 22<sup>nd</sup> May 2013, be noted.

#### 3. **MINUTES**

The Director of Human Resources informed the Committee that the details of the usage of Altrincham and Urmston Libraries during the 2012 Christmas period would be circulated to members.

RESOLVED: That the Minutes of the meeting held on 29<sup>th</sup> April 2013 be approved as a correct record and signed by the Chairman.

#### 4. **PROPOSED CHANGES TO STAFF TERMS AND CONDITIONS**

The Director of Human Resources submitted a report setting out an overview of the proposals, process and timescales in relation to potential changes to staff terms and conditions.

The Committee was informed that the formal package of proposals had been amended since the initial informal consultation with staff due to the significant feedback which was received and the revised package would be subject to a formal consultation period.

**Employment Committee**  
**1 July 2013**

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RESOLVED: That the report be noted and in particular, the comprehensive approach to consultation.

**5. SICKNESS ABSENCE AUDIT**

The Director of Human Resources submitted a report providing information on the outcome of a recent sickness absence audit and the steps that the Council would follow to improve sickness absence.

The Committee were informed that the Corporate Management Team will receive regular information on sickness at both a Directorate and Council level.

It was suggested that the report was circulated to the Executive members so they can update Directors when they meet them.

The Director of Human Resources agreed to circulate information on sickness absence across AGMA to the Committee.

RESOLVED –

- (1) That the report be noted.
- (2) That a report on sickness absence be brought to the Committee on a quarterly basis.

**6. EMPLOYEE RECOGNITION AWARDS SCHEME AND CELEBRATION EVENT**

The Director of Human Resources submitted a report providing details of the employee recognition awards scheme and the awards ceremony to be held in October 2013.

RESOLVED: That the launch of the 2013 Employee Recognition Awards Scheme and the celebration event scheduled for 25<sup>th</sup> October 2013 be noted

The meeting commenced at 11.00 a.m. and finished at 11.40 a.m.