Employment and Appeals Committee meeting
on Monday 2 July 2012 at 6.00 p.m.
in Committee Room 1, Civic Centre, Poulton-Le-Fylde

1. Election of Chairman and Vice Chairman

2. Apologies

3. Declarations of interest

Members and officers will disclose any personal and/or prejudicial interests they may have in relation to the matters under consideration.

4. Confirmation of Minutes

To confirm as a correct record, the minutes of the meeting of the Employment and Appeals Committee held on 5 March 2012 (pages 2 to 3).

5. Human Resource Policies

Report of the Human Resources Manager (Pages 4 to 6)

- Extended Authorised Absence Policy - Appendix 1 (Pages 7 to 13)
- Redundancy Policy and Selection Procedure - Appendix 2 (Pages 14 to 19)
- Capability Policy and Procedure - Appendix 3 (Pages 20 to 29)
- Health and Wellbeing Framework - Appendix 4 (Pages 30 to 38)

6. Appeals training for members of the committee: 6.00pm-9.00pm on 18 July 2012

At the previous meeting, it was agreed that an Appeals training course be arranged for members of the committee and that invitations to sit on Appeals Panels would subsequently be extended only to those who had attended the appropriate training. An outline of the course and a pre course questionnaire are attached to paper copies of this agenda (Pages 39 to 40). Members of the committee who have not already done so are asked to complete the questionnaire and bring it to this meeting.

7. Date and time of next meeting: 6.00pm on Monday 5 November 2012

Terms of reference and role of the Employment and Appeals Committee
For the benefit of new members of the committee, the terms of reference and role of the Employment and Appeals Committee from Part 2.08/1 of the Council’s Constitution are attached to paper copies of this agenda (Page 1)