

**Minutes of a Meeting of the Employment Committee  
held at the Town Hall, Peterborough on 26 January 2012**

**Members Present:** Councillors Benton (Chairman), Lamb (Vice Chairman), Swift, Holdich and Fitzgerald

**Also Present:** Councillor Scott - Cabinet Member for Children's Services

**Officers present:** Mike Kealey, Acting Head of HR  
Lisa Trowbridge, Senior HR Advisor Policy Development  
Amy Brown, Solicitor  
Karen S Dunleavy, Governance Officer

**1. Apologies for Absence**

There were no apologies for absence received.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes of the Meetings held on:**

- 3.1 24 November 2011
- 3.2 22 December 2011

The minutes of the meetings were approved as true and accurate records.

**4. Changes to Employee Policies and Procedures**

The Committee received a report and presentation from the Senior HR Advisor Policy Development on a number of employment policies, which had been shared with the Joint Consultative Forum (JCF).

The report sought the agreement of the Committee to implement the appended employment policies to ensure the council's policies remained up to date and legal.

The Employment Committee was requested to agree the following employment policies:

- i) Temporary Workers Policy (Appendix A) and the Use of Fixed Term Workers Procedure (Appendix B); and
- ii) Recruitment and Selection Procedure (Appendix C)

Comments and responses to questions included:

- Members sought clarification over whether an apprenticeship appointment would be subject to a redundancy payment if they had been employed for more than two years. Members were advised that temporary contractors would be entitled to a redundancy payment if a redundancy process was being followed and had two years or more service.

- The Acting Head of Human Resources provided clarification over what consultation had taken place over the proposed policies the Committee were advised that appropriate consultation processes had been followed with Unison, Unite and GMB through the formal Joint Consultative Forum (JCF).

**RESOLVED:**

The Employment Committee agreed to implement the following policies:

- i) Temporary Workers Policy (Appendix A) and the Use of Fixed Term Workers Procedure (Appendix B); and
- ii) Recruitment and Selection Procedure (Appendix C)

**Reasons for the decision:**

The changes to policy and procedures would ensure that the council maintain up to date and legal employment practices which support the Council's objectives.

3.00pm - 3.10 pm  
Chairman