

**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE  
HELD AT THE TOWN HALL, PETERBOROUGH ON 19 JULY 2012**

**Members Present:** Councillors Fitzgerald (Chairman), Walsh, Thacker, Lamb, Khan and Swift

**Officers present:** Lynn Neely, Head of Human Resources  
Allison Sunley, Head of 8-19 Service  
Amy Brown, Solicitor  
Karen S Dunleavy, Governance Officer

**1. Apologies for Absence**

Apologies were received from Councillors Cereste, Holdich and Sandford

Councillors Walsh was in attendance as a substitute and Councillor Thacker was in attendance as a nominated substitute for the duration of the meeting.

**2. Declarations of Interest**

There were no declarations of interest.

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

3.1 26 January 2012

The minutes of the meeting held on 26 January 2012 were agreed as a true and accurate record.

3.2 14 June 2012

The minutes of the meeting held on 14 June 2012 were agreed as a true and accurate record.

3.3 6 July 2012

The minutes of the meeting held on 6 July 2012 were agreed as a true and accurate record.

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

The Committee received presentation of a report from the Head of 8 – 19 Services, on the Youth Work Grades and Responsibilities, following referral from the Joint Consultative Forum on 31 May 2012.

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

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

i) Youth Work Grades and Responsibilities

Comments and responses to questions included:

- Youth Workers were on JNC pay arrangements and the level of work expected was set for the worker according to the level of qualifications they held;
- No back pay arrangements would be applicable to agreeing the Youth Worker pay grades and responsibilities;
- All Youth Workers were Criminal Records Bureau (CRB) checked prior to their appointment; and
- Salaries were set between eighteen thousand and thirty thousand and was dependant on what grade level the Youth Worker was at.

**RESOLVED:**

The Committee agreed to implement the following policy subject to the inclusion of the salary scales per grade within the policy document:

i) Youth Work Grades and Responsibilities

**5. Member Appointment to the Employee Appeals Sub-Committee**

The Employment Committee received a report which outlined the requirements for the Committee to appoint three Members to the Employee Appeals Sub-Committee.

The report sought the appointment of three Members to the Employee Appeals Sub-Committee; these appointments were to be in accordance with political balance arrangements of the Council:

- i) Two Conservative Members; and
- ii) One minority Member.

Councillors Walsh, Thacker, Lamb and Swift were nominated.

Following a vote, Councillors Lamb, Thacker and Swift were duly elected as Members of the Employee Appeals Sub-Committee.

It was also agreed that Councillor Walsh would be appointed to the Employment Appeals Sub-Committee as a substitute.

**RESOLVED:**

The Committee appointed three Members to the Employee Appeals Sub-Committee, these appointments were in accordance with the political balance arrangements of the Council.

Chairman  
3.00pm - 3.25pm