



Bob Coomber
Interim Chief Executive

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Date: 13 July 2012

Please ask for: Helen Wright, Democratic Support Officer
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EMPLOYMENT LIAISON COMMITTEE

Date: Monday 23 July 2012

Time: 10 am

Venue: Council House, Plymouth (next to the Civic Centre)

Members:

Assistant Director for Human Resources and Organisational Development, Chair.

Councillors Mrs Beer, Browne, Fox, Parker and Peter Smith.

Staffside representatives.

Members are invited to attend the above meeting to consider the items of business overleaf.

Members and officers are requested to sign the attendance list at the meeting.

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EMPLOYMENT LIAISON COMMITTEE

AGENDA

PART I – PUBLIC MEETING

1. APOLOGIES

To receive apologies for non-attendance submitted by committee members.

2. DECLARATIONS OF INTEREST

Councillors will be asked to make any declarations of interest in respect of items on this agenda.

3. CHAIR'S URGENT BUSINESS

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

4. TERMS OF REFERENCE (Pages 1 - 8)

The committee will be asked to agree its terms of reference.

5. GUIDANCE FOR DIRECTORATE JOINT CONSULTATIVE COMMITTEES (JCCS) (Pages 9 - 12)

The committee will receive a report on guidance for directorate Joint Consultative Committee (JCCs).

6. CAPABILITY POLICY AND PERFORMANCE MANAGEMENT POLICIES (Pages 13 - 32)

The committee will receive a report on the capability policy and performance management policies.

7. EMPLOYEE HANDBOOK (Pages 33 - 66)

The committee will receive a report on the employee handbook.

8. APPRAISING TEACHER PERFORMANCE POLICY (Pages 67 - 78)

The committee will receive a report on appraising teacher performance policy.

9. PROPOSED CHANGES TO THE LOCAL GOVERNMENT PENSION SCHEME (LGPS) 2014 (Pages 79 - 86)

The committee will receive a report on the proposed changes to the local government pension scheme (LGPS) 2014.

10. PENSION AUTO-ENROLMENT (Pages 87 - 90)

The committee will receive a report on the pension auto-enrolment.

11. PAY CLAIM UPDATES (Pages 91 - 100)

The committee will receive pay claim updates.

12. EXEMPT BUSINESS

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 4 of Part I of schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

13. PART II (PRIVATE MEETING)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

that under the law, the committee is entitled to consider certain items of business in private. Members of the public will be asked to leave the meeting when such items are discussed.

14. ACADEMIES AND TRUSTS UPDATE (E4) (Pages 101 - 106)

The committee will receive an update on academies and trusts.

15. LEGAL, POLICY AND NEGOTIATIONS UPDATE (E4) (Pages 107 - 112)

The committee will receive a legal, policy and negotiations update.

16. DRAFT VOLUNTEERING SCHEME (E4) (Pages 113 - 118)

The committee will receive a report on the draft volunteering scheme.

17. TIME BACK SCHEME (E4) (Pages 119 - 128)

The committee will receive a report on the time back scheme.

18. DRAFT WORKPLACE LEARNING AGREEMENT (E4) (Pages 129 - 134)

The Trade Unions and HR will make a presentation on the draft workplace learning agreement.

19. HEALTH, SAFETY AND WELLBEING REPORT (E4) (Pages 135 - 140)

The committee will receive a report on the health, safety and wellbeing.

**20. MINUTES OF DEPARTMENTAL DIRECTORATE
JOINT CONSULTATIVE COMMITTEES (E4) (Pages 141 - 150)**

The committee will receive the minutes of the departmental directorate Joint Consultative Committees.

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| (a) | Directorate for People | 18 June 2012 |
| (b) | Directorate for Place | 21 June 2012 |
| (c) | Director for Corporate Support | 18 June 2012 |