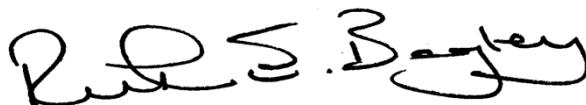


Date of issue: Monday, 12 October 2015

MEETING	EMPLOYMENT & APPEALS COMMITTEE (Councillors Brooker (Chair), N Holledge, Arvind Dhaliwal, M Holledge, Morris, Plenty, Sharif, Smith and Zarait)
DATE AND TIME:	TUESDAY, 20TH OCTOBER, 2015 AT 6.30 PM
VENUE:	MEETING ROOM 2, CHALVEY COMMUNITY CENTRE, THE GREEN, CHALVEY, SLOUGH, SL1 2SP
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	NEIL FRASER 01753 875015

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



RUTH BAGLEY
Chief Executive

AGENDA

PART 1

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>LEAD</u>
	Apologies for absence.		
	CONSTITUTIONAL MATTERS		
1.	Declarations of Interest		

All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.

The Chair will ask Members to confirm that they do not have a declarable interest.

All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.

2.	Minutes of the meeting held on 23rd June 2015	1 - 8	
3.	Introduction to new HR structure following appointment of new AD Human Resources		Christina Hefferon
SERVICE IMPLEMENTATION ISSUES			
4.	Matrix Contract Report	To Follow	Roger Parkin
5.	Staff Wellbeing Update	9 - 22	Surjit Nagra
6.	Updated Employee Code of Conduct	23 - 44	Surjit Nagra
7.	Implementation of a new Financial and Human Resources System	45 - 48	Surjit Nagra
8.	Member's Attendance Record	49 - 50	
9.	Date of Next Meeting		

Thursday, 21st January 2016

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Please contact the Democratic Services Officer shown above for further details.

The Council allows the filming, recording and photographing at its meetings that are open to the public. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

