



Surrey Heath Borough Council
Surrey Heath House
Knoll Road
Camberley
Surrey GU15 3HD
Telephone: (01276) 707100
Facsimile: (01276) 707177
DX: 32722 Camberley
Web Site: www.surreyheath.gov.uk

Department: Democratic Services
Division: Corporate
Please ask for: Rachel Whillis
Direct Tel: 01276 707319
E-Mail: democratic.services@surreyheath.gov.uk

Tuesday, 28 September 2021

To: The Members of the **Employment Committee**
(Councillors: Colin Dougan (Chairman), Cliff Betton (Vice Chairman), Sharon Galliford, Mark Gordon, Josephine Hawkins, Rebecca Jennings-Evans, Alan McClafferty, Graham Tapper and Victoria Wheeler)

In accordance with the Substitute Protocol at Part 4 of the Constitution, Members who are unable to attend this meeting should give their apologies and arrange for one of the appointed substitutes, as listed below, to attend. Members should also inform their group leader of the arrangements made.

Substitutes: Councillors Peter Barnett, Rodney Bates, Paul Deach, Sashi Mylvaganam, Adrian Page and Kristian Wrenn

Dear Councillor,

A meeting of the **Employment Committee** will be held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on **Thursday, 7 October 2021 at 7.00 pm**. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Damian Roberts

Chief Executive

AGENDA

Pages

Part 1 (Public)

1 Apologies for Absence

2 Minutes

3 - 4

To confirm and sign the minutes of the meeting held on 27 July 2021 (copy attached).

3 Declarations of Interest

Members are invited to declare any interests they may have with respect to matters which are to be considered at this meeting. Members who consider they may have an interest are invited to consult the Monitoring Officer or the Democratic Services Officer prior to the meeting.

4	Leave and Special Leave Policy and Procedure	5 - 16
5	Review of Sickness Absence Policy and Procedures	17 - 34
6	Flexible Working Policy & Procedure	35 - 44
7	Flexi Time Policy	45 - 52
8	Agile Working Policy 2020/21	53 - 66
9	Update on Climate Change Actions Assigned to Human Resources	67 - 72
10	Christmas Closure 2021	73 - 76
11	Appointment Sub Committee minutes	77 - 90

To agree the minutes of the Appointments Sub Committee meetings held on 23 April, 24 May, 7 June, 8 July, 12 August, 13 September and 15 September 2021 and to ask the Chairmen of these meetings to sign the minutes.

12	Work Programme	91 - 92
13	Exclusion of Press and Public	

The Committee is advised to RESOLVE that, under Section 100A(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act, as set out below:

<u>Item</u>	<u>Paragraph(s)</u>
14	1&3

**Part 2
(Exempt)**

14 Exempt Minutes

To confirm and sign the exempt minutes of the meeting held on 27 July 2021 (to be circulated separately).