

Employment Committee Work Plan 2021-22

Subject	Purpose	Meeting Date	Outcome sought
HR Dashboard	The Committee to be presented with the HR Dashboard, which includes: <ul style="list-style-type: none"> • Establishment Figures • Sickness and Absence • Starters and Leavers • Performance Management • Learning and Development • Equality and Diversity 		Dashboard to be presented at each Employment Committee for their consideration.
Gender Pay Gap	The HR Team will prepare the Gender Pay Gap report for the Employment Committee. Statistics are reviewed monthly.	16 June 2021	To note the outcomes of the of the 2019/20 Gender Pay Gap Reporting and to ask the committee to review and provide feedback on the action plan. Gender Pay Gap – Annually Action Plan – 6 Monthly
Employee Survey	To consider the feedback from the Employee Survey, to be led by a Senior HR Officer.		Report following the October 2020 employee survey on the analysis of the results, and the next stages with regard to the corporate response (CMT) and leadership action planning.
iTrent Human Resource system and Capabilities	A report detailing the current modules of the iTrent system and identifying potential future modules that could increase the capability of the system		To note capabilities of the system and to approve joint working with neighbouring authorities
HR Dashboard	The Committee to be presented with the HR Dashboard, which includes:	22 September 2021	Dashboard to be presented at each Employment Committee for their consideration.

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Pay Policy Statement	Annual report to Employment Committee, to form part of the Budget setting process.	19 January 2022	To consider and recommend to full Council for approval.
HR Dashboard	The Committee to be presented with the HR Dashboard, which includes: <ul style="list-style-type: none"> • Establishment Figures • Sickness and Absence • Starters and Leavers • Performance Management • Learning and Development • Equality and Diversity 		Dashboard to be presented at each Employment Committee for their consideration.
HR Dashboard	The Committee to be presented with the HR Dashboard, which includes: <ul style="list-style-type: none"> • Establishment Figures • Sickness and Absence • Starters and Leavers • Performance Management • Learning and Development • Equality and Diversity 	9 March 2022	Dashboard to be presented at each Employment Committee for their consideration.

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Pay Review	Findings of review to be presented to Committee March 2022.		Undertake a pay review of the organisation.

Items to be assigned	
People Strategy	<p>The HR Manager to present the refresh of the strategy.</p> <p>Aligning our people with our corporate plan goals, utilising, managing performance, wellbeing, reward and recognition, developing, talent management.</p>
Employee Handbook	<p>Update to Employment Committee annually</p> <p>Annual review of the Employee Handbook, to ensure in line with current legislation and changes</p>
Employee Rewards and Recognition	<p>Update to Employment Committee annually</p> <p>Annual report to Employment Committee to update on initiatives in place and any new initiatives</p>
Onboarding Procedure	<p>Update to Employment Committee annually</p> <p>Review of how onboarding has changed since lockdown and new ways of working and the effectiveness on inductions</p>
Workforce Equality Report	Update to Employment Committee Annually
Chief Executive Appraisal	<p>Annual Appraisal</p> <p>The Committee to conduct the Chief Executives Annual Appraisal</p>