

Employment Committee Work Programme 2021 - 2022

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 	17 November 2021	Dashboard to be presented at each Employment Committee for its consideration.
Return to work at Council Offices	To consider the implications of a return to work at Council Offices following the Covid-19 pandemic.		To consider options available to facilitate the return of working at Council Offices following the Covid-19 pandemic.
Mental health and wellbeing	An update on the mental health and wellbeing action plan presented to Committee.		To note the actions taken.
Name Blind Recruitment	A policy document on the implementation of Name Blind Recruitment presented to Committee.		To approve the updated Recruitment and Selection Procedure to include Name Blind Recruitment.
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.
People Strategy	The refresh of the strategy to be presented to Committee January 2022.		To consider and recommend to full Council for approval.

Pay Review	Findings of review to be presented to Committee March 2022.	9 March 2022	Undertake a pay review of the organisation.
Items to be assigned			
Employee Handbook	Update to Employment Committee annually Annual review of the Employee Handbook, to ensure in line with current legislation and changes		
Employee Rewards and Recognition	Update to Employment Committee annually. Annual report to Employment Committee to update on initiatives in place and any new initiatives.		
Onboarding Procedure	Update to Employment Committee annually. Review of how onboarding has changed since lockdown and new ways of working and the effectiveness on inductions.		
Workforce Equality Report	Update to Employment Committee Annually.		
Chief Executive Appraisal	Annual Appraisal The Committee to conduct the Chief Executives Annual Appraisal.		
SKDC Intranet	Review of SKDC intranet.		