

Employment Committee Work Programme (DRAFT) 2022 – 2023

Chairman: Councillor Sarah Trotter
 Vice-Chairman: Councillor Anna Kelly

Subject	Purpose	Outcome sought
15 June 2022		
HR People Plan and Dashboard	The Committee to be presented with an update on the HR People Plan including metrics from 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 	HR People Plan update to be presented at each Employment Committee for consideration, along with the HR Dashboard metrics.
Employee Survey	The Committee will be presented with the Employee Survey results and corporate engagement action plan.	
Director Targets TBC	To agree targets for the Council's Deputy Chief Executive and Directors for the coming year.	Agreed targets and priorities for members of Corporate Management team for 22/23.
21 September 2022		
HR People Plan and Dashboard	The Committee to be presented with an update on the HR People Plan including metrics from the HR Dashboard which includes: <ul style="list-style-type: none"> • Establishment Figures • Sickness and Absence 	HR People Plan update to be presented at each Employment Committee for consideration, along with the HR Dashboard metrics.

	<ul style="list-style-type: none"> • Starters and Leavers • Performance Management • Learning and Development • Equality and Diversity 	
Pay Review update	<p>The Committee to be presented with an update on the Pay Review including activity on the strands identified:</p> <ul style="list-style-type: none"> • Career grades to attract talent • Review of lower pay grades • Identification and resolutions for inconsistencies between pay grades • Development of a consistent process of benchmarking of roles 	Pay review update for consideration.
16 November 2022		
HR People Plan and Dashboard	<p>The Committee to be presented with an update on the HR People Plan including metrics from the HR Dashboard which includes:</p> <ul style="list-style-type: none"> • Establishment Figures • Sickness and Absence • Starters and Leavers • Performance Management • Learning and Development • Equality and Diversity 	HR People Plan update to be presented at each Employment Committee for consideration, along with the HR Dashboard metrics.
18 January 2023		
HR People Plan and Dashboard	<p>The Committee to be presented with an update on the HR People Plan including metrics from the HR Dashboard which includes:</p>	

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

8 March 2023

HR People Plan and Dashboard	<p>The Committee to be presented with an update on the HR People Plan including metrics from the HR Dashboard which includes:</p> <ul style="list-style-type: none"> • Establishment Figures • Sickness and Absence • Starters and Leavers • Performance Management • Learning and Development • Equality and Diversity 	HR People Plan update to be presented at each Employment Committee for consideration, along with the HR Dashboard metrics.
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Items to be allocated

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 note the Chief Executives Annual Appraisal.
SKDC Intranet	Review of SKDC intranet.