

## Employment Committee Work Programme 2022 – 2023

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

Subject	Purpose	Outcome sought
<b>21 September 2022</b>		
<b>Director Targets</b>	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.
<b>Corporate Values review</b>	To agree the next stage in reviewing the Council's Corporate Values.	Review update to be considered.
<b>Onboarding Procedure</b>	Review of how onboarding has changed since lockdown and new ways of working and the effectiveness on inductions.	Update to Employment Committee annually.
<b>SKDC Intranet</b>	Review of SKDC intranet.	For the Employment Committee to note.
<b>Draft Operational Driving Policy</b>	The draft Operational Driving Policy details the arrangements that are in place and the collective responsibilities associated with occupational driving.	For the Employment Committee to approve.
<b>Employee Handbook</b>	Annual review of the Employee Handbook, to ensure in line with current legislation and changes	Update to Employment Committee annually
<b>Employee Rewards and Recognition</b>	Annual report to Employment Committee to update on initiatives in place and any new initiatives.	Update to Employment Committee annually

<b>Pay Review update</b>	<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"> <li>• Career grades to attract talent</li> <li>• Review of lower pay grades</li> <li>• Identification and resolutions for inconsistencies between pay grades</li> <li>• Development of a consistent process of benchmarking of roles</li> </ul>	Pay review update for consideration.
<b>16 November 2022</b>		
<b>Staff Move to alternative accommodation</b>	An update and review of the principles of working.	For consideration by the Employment Committee.
<b>HR People Plan and Dashboard</b>	<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"> <li>• Establishment Figures</li> <li>• Sickness and Absence</li> <li>• Starters and Leavers</li> <li>• Performance Management</li> <li>• Learning and Development</li> <li>• Equality and Diversity</li> </ul>	HR People Plan update to be presented at each Employment Committee for consideration, along with the HR Dashboard metrics.
<b>18 January 2023</b>		
<b>Pay Policy Statement</b>	Annual report to Employment Committee, to form part of the Budget setting process.	To consider and recommend to full Council for approval.

<b>Workforce Equality and Gender Pay Gap Report</b>	Update to Employment Committee Annually.	For consideration by the Employment Committee.
<b>The Work of the People Panel and staff survey</b>	An update on the work of the People Panel and findings of the staff survey.	For the Employment Committee to note.
<b>8 March 2023</b>		
<b>Chief Executive Appraisal</b>	Annual Appraisal	The Committee to note the Chief Executives Annual Appraisal.

<b>Items to be allocated</b>	
None	