

## Notice of Meeting

### Employment Committee

Councillor Leake (Chair),  
Councillor Allen (Vice-Chairman),  
Councillors Angell, Bhandari, Dudley, Mrs L Gibson, Neil, Porter and  
Wade  
Councillor Heydon (Non-Voting Co-Optee)



**Wednesday 8 December 2021, 7.30 pm**  
**Microsoft Teams Meeting**

### Agenda

Item	Description	Page
1.	<b>Apologies</b>	
	To receive apologies for absence and to note the attendance of any substitute members.	
2.	<b>Declarations of Interest</b>	
	<p>Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.</p> <p>Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.</p> <p>Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.</p>	
3.	<b>Minutes from previous meeting</b>	3 - 4
	To approve as a correct record the minutes of the advisory meeting of the Committee held on 7 July 2021.	
4.	<b>Urgent Items of Business</b>	
	Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.	
5.	<b>Update from the Chairman of the Local Joint Committee</b>	
	A verbal update from the Chairman of the Local Joint Committee.	
6.	<b>HR/OD Workforce Update</b>	5 - 12

### **EMERGENCY EVACUATION INSTRUCTIONS**

If you hear the alarm, leave the building immediately. Follow the green signs. Use the stairs not the lifts. Do not re-enter the building until told to do so.

	To receive an update presentation on the HR/OR Workforce.	
7.	<b>HR Policy Review - Managing Absence and Equality &amp; Dignity at Work</b>	13 - 56
	To receive a report on the HR Policies Review.	
8.	<b>Health and Safety Assessment Report</b>	57 - 70
	To receive a report on display screen equipment assessments, home working assessments and BAME vulnerable groups analysis.	

Sound recording, photographing, filming and use of social media is permitted. Please contact Hannah Harding, 01344 352308, hannah.harding@bracknell-forest.gov.uk, so that any special arrangements can be made.

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