



5 April 2007

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **GENERAL PURPOSES** Committee will be held in the Mary Rose Room at these Offices on Tuesday 17 April 2007 at 9.30 am when the following business will be transacted.

Members of the public who require further information are asked to contact Louise Cooke on (01304) 872352 or by e-mail at [louisecooke@dover.gov.uk](mailto:louisecooke@dover.gov.uk).

Yours sincerely

Chief Executive

General Purposes Committee Membership:

Councillor P A Watkins	(Chairman)
Councillor C J Smith	(Vice-Chairman)
Councillor Mrs W Hansell	
Councillor S C Manion	
Councillor P J Wells	

DECLARATIONS OF INTEREST

Members are required to disclose the existence and nature of a personal interest at the commencement of the item of business to which the interest relates or when the interest becomes apparent. An explanation in general terms of the interest should also be given to the meeting. If the interest is also a prejudicial interest, the Member should then withdraw from the room or chamber.

AGENDA

1. **APOLOGIES**
2. **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointment of Substitute Members.



3. **MINUTES** (Pages 3-4)

The Minutes of the meeting of the Committee held on 7 March 2007 are attached.

4. **HOMEWORKING POLICY** (Pages 5-8)

The report of the Human Resources Manager is attached.

5. **MATERNITY AND ADOPTION POLICIES** (Pages 9-20)

The report of the Human Resources Manager is attached.

**Access to Meetings and Information**

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Paper copies or large type versions can be supplied on payment of a copy charge. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website [www.dover.gov.uk](http://www.dover.gov.uk). Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. Basic translations of specific reports and the Minutes are available on request in 12 different languages.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact: Louise Cooke, Democratic Services Manager, telephone: (01304) 872352 or email: [louisecooke@dover.gov.uk](mailto:louisecooke@dover.gov.uk) for details.