

STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 9 JANUARY 2013 AT THE PRATCHETT ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Allison Bucknell (Chairman), Cllr Rod Eaton, Cllr Mike Hewitt (Vice Chairman), Cllr David Jenkins, Cllr Francis Morland, Cllr Bill Moss (Substitute), Cllr John Noeken, Cllr Mark Packard (Substitute) and Cllr John Smale

1 Apologies for absence

Apologies for absence were received from Cllr Jon Hubbard (who was substituted by Cllr Mark Packard) and Cllr Jane Scott (who was substituted by Cllr Bill Moss).

2 Minutes of Previous Meeting

Resolved:

To confirm and sign as a correct record the minutes of the Committee meeting held on 7 November 2012.

Arising therefrom

Minute No. 73 – Update on Equality and Diversity

- The Committee was informed that the Equalities Networking Lunch event, to be called 'Living Library', had now been arranged for 19 February 2013. It would be held in the Civic Centre, Trowbridge from 12.00noon to 2.00pm to which all members of the Council and staff would be invited.
- It was reported that a dedicated Personal Care Room had been made available by Facilities Management on the ground floor of New County Hall. This room was available to both visitors and staff but at present it

was kept locked. Members considered that access to this room should be checked out and the outcome reported back to the next meeting.

3 **Declarations of Interest**

There were no declarations of interest.

4 **Chairman's Announcements**

The Committee was delighted to be informed of the Council's Recruitment Team's success in receiving an award for 'Best Illustration' at the Recruitment Business Awards held recently in Manchester. The team had worked with the Legal Department to prepare a brief which was then forwarded to the Council's advertising agency to assist with the recruitment to hard to fill posts.

Furthermore, the Council had been shortlisted to a group of four for a HR Distinction Award in respect of work carried out in engaging with staff regarding the management of change. The successful team would find out if they had won at an event due to be held on 22 January 2013.

Members of the Committee congratulated the team on these outstanding achievements, it being noted that Wiltshire Council was the only public sector organisation to be shortlisted out of over 150 submissions from across the U.K. Cllr John Noeken also noted that our ongoing positive working relationships with our Trade Union colleagues had helped in delivering significant transformation and change with our employees.

5 **Public Participation**

There were no members of the public present or councillors' questions.

6 **Learning and Development Policy & Procedure**

The Committee considered a report by the Service Director HR & OD which set out a Learning and Development Procedure, which drew together existing information on HR direct into a framework document for ease of use for managers and employees.

The policy and procedure reflected the current position in relation to learning and development. However, this document would probably need to be updated after April 2013 to reflect any changes introduced as part of the current learning and development review.

Resolved:

To approve the Learning & Development Policy & Procedure, noting that it would be updated in April 2013 to incorporate any changes implemented as part of the learning and development review.

7 Transfer of Undertakings & Protection (TUPE) Guidance for Managers

Consideration was given to a report by the Service Director HR & OD which sought approval to guidance for managers dealing with TUPE transfers.

Resolved:

To approve the TUPE Guidance for Managers.

8 Pensions Auto-Enrolment Update

The Committee received a report by the Service Director HR & OD which provided an update on the actions Wiltshire Council was taking to implement the pensions auto-enrolment legislation in order to meet the staging date of 1 March 2013.

Resolved:

To note the approach being taken by Wiltshire Council to implement pensions auto-enrolment.

9 Pay Policy Statement Update

The Committee considered a report by the Service Director HR & OD which sought approval to the updated pay policy statement, prior to agreement by Council and publication on the Council's website.

Under chapter 8 of the Localism Act 2011 every local authority had to prepare a pay policy statement for the financial year 2012/13 and each subsequent year.

It was noted that there had been few changes to the policy as approved the previous year but there had been changes to the senior management structure.

Resolved:

To approve the draft pay policy statement for submission to Council at its February meeting on the basis that budget figures will be reviewed and updated prior to Council approval.

10 **Date of Next Meeting**

Resolved:

To note that the next scheduled meeting of this Committee was due to be held on Wednesday 6 March 2013 in the Pratchett Room, New County Hall, Trowbridge, starting at 10.30am.

11 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 10.30 - 11.25 am)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail roger.bishton@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115