

# AGENDA

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**Meeting:** Staffing Policy Committee

**Place:** Council Chamber, County Hall, Trowbridge

**Date:** Wednesday 5 January 2022

**Time:** 10.30 am

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Please direct any enquiries on this Agenda to Kevin Fielding, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01249 706612 or email [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225) 713114/713115.

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## Membership:

Cllr Stuart Wheeler (Chairman)  
Cllr Helen Belcher  
Cllr Allison Bucknell  
Cllr Richard Clewer  
Cllr Carole King

Cllr Jacqui Lay  
Cllr Ashley O'Neill  
Cllr Antonio Piazza  
Cllr Tamara Reay  
Cllr Ricky Rogers

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## Substitutes:

Cllr Liz Alstrom  
Cllr Caroline Corbin  
Cllr Mel Jacob

Cllr Simon Jacobs  
Cllr Bob Jones MBE  
Cllr Kathryn Macdermid

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## **Recording and Broadcasting Information**

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**County Hall, Trowbridge**  
**Bourne Hill, Salisbury**  
**Monkton Park, Chippenham**

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

## **Public Participation**

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

# AGENDA

## PART I

### Items to be considered while the meeting is open to the public

1 **Apologies for absence**

2 **Minutes of Previous Meeting** (*Pages 5 - 12*)

To confirm the minutes of the meeting held on Wednesday 15 September 2021.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

5 **Public Participation**

The Council welcomes contributions from members of the public.

#### Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

#### Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on **Tuesday 28 December 2021** in order to be guaranteed of a written response.

In order to receive a verbal response questions must be submitted no later than 5pm on **Thursday 30 December 2021**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Performance Management Policies** *(Pages 13 - 38)*

Frances Longmore - HR Policy Officer, HR&OD

- Disciplinary
- Grievance
- Improving Work Performance

7 **Recruitment of Ex-offenders Policy** *(Pages 39 - 50)*

Frances Longmore - HR Policy Officer, HR&OD

8 **Ways of Working Policy** *(Pages 51 - 60)*

Rebecca Spence - Strategic Delivery Officer, HR&OD

- Flexible, remote and hybrid working

9 **Pay Policy Statement** *(Pages 61 - 76)*

Laura Fisher - HR Pay & Reward Consultant, HR&OD

10 **Employee Awards and Recognition** *(Pages 77 - 80)*

Tamsin Kielb - Head of Strategic HR&OD

11 **Quarterly Workforce Report - July – September 2021** *(Pages 81 - 88)*

Michael Taylor - Workforce Insight Analyst strategic, HR&OD

12 **Urgent Items**

Any other items of business which, in the opinion of the Chairman, should be considered as a matter of urgency. Urgent items of a confidential nature may be considered under Part II of this agenda.

**PART II**

**Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed**

**None**