

AGENDA SUPPLEMENT (1)

Meeting: Staffing Policy Committee
Place: The Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Wednesday 5 July 2017
Time: 11.00 am

The Agenda for the above meeting was published on Monday 26 June 2017. Additional documents are now available and are attached to this Agenda Supplement.

Please direct any enquiries on this Agenda to Roger Bishton, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713035 or email roger.bishton@wiltshire.gov.uk

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

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

6 **Appointment of Sub-Committees** *(Pages 3 - 4)*

The roles and functions of the three sub-committees are attached.

DATE OF PUBLICATION: 28 June 2017

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**WILTSHIRE COUNCIL
STAFFING POLICY COMMITTEE
5 JULY 2017**

APPOINTMENT OF SUB-COMMITTEES

Under the terms of the Council's Constitution, the Staffing Policy Committee shall have the following three sub-committees to deal with matters relating to the dismissal or disciplinary action against individual members of staff and staff grievances. These sub-committees meet as and when required and their roles and functions are as follows:-

Senior Officers' Employment Sub-Committee

This sub-committee is authorised to dismiss and take disciplinary action against the officers categorised below in accordance with the officer employment procedure rules:

- The Head of Paid Service
- Statutory chief officers
- Non-statutory chief officers
- Deputy chief officers
- Assistants for political groups

For this purpose the sub-committee shall comprise at least three councillors, at least one of whom shall be a member of the Cabinet.

This sub-committee is also authorised to consider and respond to grievances raised by officers in the categories listed above under stage two to the Council's grievance procedure. For the determination of such grievances the sub-committee shall comprise at least three councillors. There is no requirement for any of those members to be a member of the Cabinet.

Staffing Appeals Sub-Committee

This sub-committee is authorised to hear appeals against dismissal or disciplinary action:

- By the Senior Officers' Employment Sub-Committee in relation to the senior officers specified above;
- By the Head of Paid Service in relation to other staff.

The Staffing Appeals Sub-Committee has power in the case of an appeal against a warning to:

- Dismiss the appeal;
- Allow the appeal;
- Allow the appeal and substitute a different warning (greater or lesser);
- Dismiss the employee.

The Staffing Appeals Sub-Committee has power in the case of an appeal against dismissal to:

- Dismiss the appeal;
- Dismiss the appeal but offer to re-engage the employee in the same or another post with effect from a date to be determined;
- Allow the appeal and reinstate;
- Allow the appeal and reinstate with a written or final written warning.

In the case of any appeal against dismissal or disciplinary action in respect of a senior officer as identified above, the Staffing Appeals Sub-Committee shall comprise at least three councillors, at least one of whom shall be a member of the Cabinet.

No councillor who was involved in determining a matter which is the subject of an appeal will be appointed to the Staffing Appeals Sub-Committee.

Grievance Appeals Sub-Committee

This sub-committee is authorised to hear appeals under stage two of the Council's grievance procedure.

The sub-committee shall comprise at least three councillors to hear an appeal. There is no requirement for any member to be a member of the Cabinet.

No councillor who was involved in determining a matter which is the subject of an appeal will be appointed to the Grievance Appeals Sub-Committee.