

AGENDA

Meeting: STAFFING POLICY COMMITTEE
Place: The Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Wednesday 4 May 2016
Time: 11.30 am

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.

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Membership:

Cllr Allison Bucknell
Cllr John Smale
Cllr David Pollitt
Cllr David Jenkins
Cllr Mike Hewitt

Cllr Baroness Scott of Bybrook OBE
Cllr Stuart Wheeler
Cllr Bob Jones MBE
Cllr Graham Wright

Substitutes:

Cllr Mark Packard
Cllr Tony Trotman
Cllr Peter Evans
Cllr Bill Moss
Cllr Fleur de Rhé-Philippe

Cllr Desna Allen
Cllr Nick Blakemore
Cllr Stephen Oldrieve
Cllr Ernie Clark

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PART I

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

1 **Apologies for absence**

2 **Minutes of Previous Meeting** *(Pages 7 - 12)*

To confirm the minutes of the meeting held on 2 March 2016. (Copy attached)

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 the agenda (acting on behalf of the Corporate Director) no later than 5pm on **Tuesday 26 April 2016**. 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 **Workplace Health Charter Update** *(Pages 13 - 16)*

A report by the Associate Director, Public Health is attached.

7 **Dignity at Work and Grievance Policy & Procedure** *(Pages 17 - 38)*

A report by the Associate Director, People and Business is attached.

8 **Outcome of local trade union negotiations for changes to terms and conditions and update on national pay negotiations** *(Pages 39 - 42)*

A report by the Associate Director, People and Business is attached.

9 **Purchasing Annual Leave Policy** *(Pages 43 - 54)*

A report by the Associate Director, People and Business is attached.

10 **Delivering the Business Plan - March 2016** *(Pages 55 - 60)*

A report by the Associate Director, People and Business is attached.

11 **Careers Website - Performance and Progress 2015/16** *(Pages 61 - 74)*

A report by the Associate Director, People and Business is attached.

12 **Date of Next Meeting**

To note that the next meeting is scheduled to be held on Wednesday 6 July 2016, in the Kennet Room at County Hall, Trowbridge, starting at 10.30am.

13 **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