

AGENDA

Meeting: STAFFING POLICY COMMITTEE
Place: The Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Wednesday 6 July 2016
Time: 10.30 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.

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

Membership:

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

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

Substitutes:

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

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

RECORDING AND BROADCASTING NOTIFICATION

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on the Council's website along with this agenda and available on request.

If you have any queries please contact Democratic Services using the contact details above.

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 - 14)*

To confirm and sign the minutes of the previous meeting held on 4 May 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 **Wednesday 29 June 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 **Appointment of Sub-Committees**

The Committee is asked to:

- (i) agree the size, and
- (ii) appoint the members and substitute members (up to four for each Party Political Group) to each of the following Sub-Committees:
 - (a) **Senior Officers' Employment Sub-Committee** – previous members being Cllr Mike Hewitt, Cllr Jon Hubbard & Cllr Stuart Wheeler.
(Substitute Members: Cllr Fleur de Rhe-Philipe, Cllr David Jenkins, Cllr Gordon King, Cllr Mark Packard, Cllr Baroness Scott of Bybrook OBE, Cllr John Smale and Cllr Ian Thorn.)
 - (b) **Appeals Sub-Committee** – previous members being Cllr Allison Bucknell, Cllr David Jenkins & Cllr Stuart Wheeler.
(Substitute Members: Cllr Fleur de Rhe-Philipe, Cllr Mike Hewitt, Cllr John Hubbard, Cllr Gordon King, Cllr Bill Moss, Cllr Mark Packard & Cllr Ian Thorn.
 - (c) **Grievance Appeals Sub-Committee** – previous members being Cllr Allison Bucknell, Cllr Mike Hewitt & Cllr Gordon King.
(Substitute Members: Cllr Peter Evans, Cllr Jon Hubbard, Cllr David Jenkins, Cllr Bill Moss, Cllr Mark Packard, Cllr Ian Thorn & Cllr Tony Trotman.

Under Paragraph 2.4.1 of Part 3 of the Council's Constitution, it is a requirement that at least one member of the Senior Officers' Employment Sub-Committee should be a member of the Cabinet when it discharges its function to dismiss and take disciplinary action against certain categories of officer in accordance with the officer employment procedure rules. Accordingly, it is recommended that a second Cabinet member be appointed to this Sub-Committee either as a member or as a substitute member.

7 **Misuse of Alcohol, Drugs and other Substances Policy and Guidance**
(Pages 15 - 28)

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

8 **Update on Actions to Recruit and Retain Social Workers** (Pages 29 - 36)

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

9 **National Joint Council (NJC) National Pay Award 2016/17** (Pages 37 - 38)

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

10 **Date of Next Meeting**

To note that the next meeting of this Committee is scheduled to be held on Wednesday 7 September 2016, to be held in the Kennet Room, County Hall, Trowbridge, starting at 10.30am.

11 **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