

## STAFFING POLICY COMMITTEE

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### MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 6 JULY 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Cllr Allison Bucknell (Chairman), Cllr John Smale (Vice Chairman), Cllr David Pollitt, Cllr David Jenkins, Cllr Mike Hewitt, Cllr Bob Jones MBE and Cllr Graham Wright

#### Also Present:

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#### 40 Apologies

Apologies were received from Councillors Stuart Wheeler and Baroness Scott of Bybrook OBE.

#### 41 Minutes of Previous Meeting

##### Resolved:

To approve and sign as a true and correct record the minutes of the meeting held on 4 May 2016.

#### 42 Declarations of Interest

There were no declarations.

#### 43 Chairman's Announcements

There were no announcements.

#### 44 Public Participation

There were no questions or statements submitted.

#### 45 Appointment of Sub-Committees

The Committee discussed appointments to its three sub-committees.

##### Resolved:

**To appoint the following members to the Senior Officer Appointments Sub-Committee:**

**Stuart Wheeler, Allison Bucknell, Bob Jones MBE  
Substitutes – Fleur de Rhé-Phillipe, John Smale, Desna Allen, Tony Trotman, David Jenkins, Mike Hewitt**

**To appoint the following members to the Appeals and Grievance Sub-Committees:**

**Desna Allen, John Smale, Fleur de Rhé-Phillipe  
Substitutes – Stuart Wheeler, Allison Bucknell, Bob Jones MBE, Tony Trotman, David Jenkins**

**46 Update on Actions to Recruit and Retain Social Workers**

A report was presented by Joanne Pitt, Head of Human Resources and Occupational Development, updating the Committee on the actions taken to recruit and retain social workers since the campaign first commenced in August 2014 following difficulties retaining experienced social workers in both adults and children's services. Steps had included a marketing supplement, higher profile recruiting, encouraging former social workers to return, and offering improved career prospects and training.

The Committee discussed the update, noting the high turnover common to the social worker profession, and praised the efforts of the teams to make Wiltshire a more attractive location for aspiring and current social workers, and in particular the close working of the service with Human Resources to maximise efforts to improve the situation. 123 appointments had been made in children's social care, with 53 in adult social care, with significant retention.

The Committee discussed the next steps for the campaign to capitalise on the current momentum, to include a teaching partnership consortium and a collaborative approach to social worker agency pay.

**Resolved:**

**To note the progress of the social work recruitment campaign to date, and the steps taken to improve recruitment and retention in social work roles across children's and adult services.**

**47 National Joint Council (NJC) National Pay Award 2016/17**

A report was presented by Joanne Pitt, Head of Human Resources and Occupational Development updating the Committee on the National Joint Council pay award negotiated with the National Employers and Unison, Unite

and GMB unions. The offer was being implemented even though Unite rejected the offer.

There had been agreement on a 2 year deal of an increase of 1% for employees on spinal points 18 or above as detailed in the report, with larger increases for those on lower scales.

The Committee discussed the impact of the Pay Award as detailed, and noted that future negotiation might be needed with the implementation of the National Living Wage from April 2017, especially on non-teaching staff in schools.

**Resolved:**

**To note the implementation of the two-year pay award for 2016 and 2017.**

**To note that current work is being undertaken nationally to review the national pay spine and that the committee will be kept up to date regarding progress on this.**

48 **Misuse of Alcohol, Drugs and other Substances Policy and Guidance**

A report was presented by Paul Collyer, Head of Occupational Health and Safety, on proposed updates to the Misuse of Alcohol, Drugs and other Substances Policy. After a review it had been decided not to proceed with random testing of staff, instead clarifying the expectation on managers to monitor staff and act promptly in the event of reasonable concern, as well as strengthening support given to employees who disclose problems, with facilitation of rehabilitative services.

The Committee discussed the policy, seeking details of how managers would be expected to respond in the event of a disclosure of substance abuse problems, including legal problems such as smoking. In response to queries it was stated in respect of vehicle use, the policy was directed toward those using Fleet vehicles rather than their own vehicles. The council did have a general driving policy which included sections on substance misuse, and the Committee requested this be cross referenced with the proposed Policy.

The Committee discussed other ways the report's intentions could be strengthened, and also discussed whether a zero tolerance approach for those whose job roles required driving would be appropriate or possible, as was the case with some other professions.

At the conclusion of discussion, it was,

**Resolved:**

**To approve the proposed revised policy and guidance for managers.**

49 **Date of Next Meeting**

The date of the next meeting was confirmed as 7 September 2016.

50 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 11.15 am)

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