

AGENDA

Meeting: Staffing Policy Committee

Place: West Wilts Committee Room - County Hall, Trowbridge BA14 8JN

Date: Wednesday 25 September 2019

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.

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Membership:

Cllr Allison Bucknell (Chairman)
Cllr Tony Jackson (Vice-Chairman)
Cllr Richard Clewer
Cllr Mike Hewitt
Cllr Hayley Illman

Cllr Ricky Rogers
Cllr John Smale
Cllr Ian Thorn
Cllr Philip Whitehead

Substitutes:

Cllr Fleur de Rhé-Philippe MBE
Cllr Peter Evans
Cllr David Halik
Cllr Jon Hubbard

Cllr Bob Jones MBE
Cllr Gordon King
Cllr Ian McLennan
Cllr Tony Trotman

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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 7 - 10*)

To confirm the minutes of the meeting held on 8 May 2019. (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 this agenda no later than 5pm on **Wednesday 18 September 2019** 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 **Friday 20 September 2019**. 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 Allison Bucknell, Cllr Richard Clewer & Cllr Hayley Spencer.
(Substitute Members: Cllr Jon Hubbard, Cllr David Jenkins, Cllr Bob Jones MBE, Cllr Fleur de Rhe-Philippe, Cllr Baroness Scott of Bybrook OBE, Cllr John Smale, Cllr Ian Thorn & Cllr Tony Trotman.)
 - (b) **Appeals Sub-Committee** – previous members being Cllr Allison Bucknell, Cllr Richard Clewer & Cllr David Jenkins.
(Substitute Members: Cllr Mike Hewitt, Cllr Jon Hubbard, Cllr Gordon King, Cllr Fleur de Rhe-Philippe, Cllr Baroness Scott of Bybrook OBE, Cllr Hayley Spencer, Cllr Ian Thorn & Cllr Tony Trotman.)
 - (c) **Grievance Appeals Sub-Committee** – previous members being Cllr Allison Bucknell, Cllr Tony Jackson & Cllr Hayley Spencer.
(Substitute Members: Cllr Peter Evans, Cllr David Halik, Cllr Jon Hubbard, Cllr David Jenkins, Cllr Gordon King, Cllr John Smale, 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 **HAY Amended Grades** (*Pages 11 - 14*)

A report by the Director, Human Resources & Organisational Development is attached.

8 **Early Resolution Procedure** (*Pages 15 - 22*)

A report by the Director, Human Resources & Organisational Development is attached.

9 **Quarterly Workforce Report: April to June 2019** (*Pages 23 - 26*)

A report by the Director, Human Resources & Organisational Development is

attached.

10 **Date of Next Meeting**

To note that the next meeting of this Committee is due to be held on Thursday 14 November 2019 at 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