

# AGENDA

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**Meeting:** Staffing Policy Committee  
**Place:** Kennet Room - County Hall, Trowbridge BA14 8JN  
**Date:** Wednesday 8 January 2020  
**Time:** 10.30 am

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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](mailto:roger.bishton@wiltshire.gov.uk)

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

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## Membership:

Cllr Stuart Wheeler (Chairman)	Cllr Carole King
Cllr Tony Jackson (Vice-Chairman)	Cllr Ricky Rogers
Cllr Richard Clewer	Cllr John Smale
Cllr Mike Hewitt	Cllr Philip Whitehead
Cllr Hayley Illman	

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## Substitutes:

Cllr Fleur de Rhé-Philippe MBE	Cllr Bob Jones MBE
Cllr Peter Evans	Cllr Gordon King
Cllr David Halik	Cllr Ian McLennan
Cllr Jon Hubbard	Cllr Tony Trotman

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**County Hall, Trowbridge**  
**Bourne Hill, Salisbury**  
**Monkton Park, Chippenham**

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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 **Membership of Committee**

To report that at its last meeting held on 26 November 2019, Council appointed Cllr Stuart Wheeler as Chairman of the Committee in place of Cllr Allison Bucknell and Cllr Carole King to the vacancy caused by the resignation of Cllr David Jenkins.

2 **Apologies for Absence**

3 **Minutes of Previous Meeting** (*Pages 7 - 10*)

To confirm the minutes of the meeting held on 14 November 2019. (Copy attached)

4 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

5 **Chairman's Announcements**

6 **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 **Tuesday 31 December 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 3 January 2020**. 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.

7 **Appointment of Sub-Committees**

To review the membership of the following Sub-Committees following changes made at the last meeting of Council to membership of this Committee:-

The current membership of the three Sub-Committees is as follows:-

(a) **Senior Officers Employment Sub-Committee**

Cllr Allison Bucknell, Cllr Richard Clewer & Cllr Hayley Illman.

(Substitute Members: Cllr Jon Hubbard, Cllr Bob Jones

MBE, Cllr Fleur de Rhe-Philipe, Cllr Philip Whitehead, Cllr John Smale, Cllr Ian Thorn, Cllr Tony Trotman, Liberal Democrat vacancy vice former Cllr David Jenkins.)

(b) **Appeals Sub-Committee**

Cllr Allison Bucknell, Cllr Richard Clewer & Cllr Hayley Illman.

(Substitute Members: Cllr Mike Hewitt, Cllr Jon Hubbard, Cllr Gordon King,

Cllr Fleur de Rhe-Philipe, Cllr Philip Whitehead, Cllr Hayley

Illman, Cllr Ian Thorn, Cllr Tony Trotman, Liberal Democrat vacancy vice Cllr Hayley Illman.)

(c) **Grievance Appeals Sub-Committee**

Cllr Allison Bucknell, Cllr Tony Jackson & Cllr Hayley Illman.

(Substitute Members: Cllr Peter Evans, Cllr David Halik, Cllr Jon Hubbard,

Cllr Gordon King, Cllr John Smale, Cllr Ian Thorn, Cllr Tony Trotman, Liberal Democrat vacancy vice former Cllr David Jenkins.)

8 **Smoke Free Sites - Update** (*Pages 11 - 16*)

A report by the Director, Public Health is attached.

9 **Pay Policy Statement** (*Pages 17 - 32*)

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

10 **Amendments to Business Travel and Mileage Allowances Policy** (*Pages 33 - 48*)

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

11 **Sickness Absence Update** (*Pages 49 - 70*)

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

12 **Apprenticeship Update** (*Pages 71 - 78*)

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

13 **Date of Next Meeting**

To note that the next scheduled meeting of the Committee is due to be held on Wednesday 18 March 2020 at County Hall, Trowbridge, starting at 10.30am.

14 **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**