## Staffing Policy Committee

**MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 4 NOVEMBER 2020 AT ON-LINE MEETING.**

**Present:**

Cllr Stuart Wheeler (Chairman), Cllr Tony Jackson (Vice-Chairman),
Cllr Richard Clewer, Cllr Mike Hewitt, Cllr Carole King, Cllr John Smale and
Cllr Philip Whitehead

**Also Present:**

Jo Pitt - Director HR & OD, Wiltshire Council
Kevin Fielding – Democratic Services Officer, Wiltshire Council

### 30      Apologies for absence

Apologies were received from Cllr Hayley Illman, Cllr Ricky Rogers and Mike Osment - Branch Secretary, UNISON.

### 31      Minutes of Previous Meeting

**Resolved:**

**To confirm and sign the minutes of the last meeting held on the 26 August 2020.**

### 32      Declarations of Interest

There were no declarations of interest made at the meeting.

### 33      Chairman's Announcements

There were no Chairman's Announcements made at the meeting.

### 34      Public Participation

No statements or questions were received.

35    **Appointment of Sub-Committees**

The following Sub-Committees were agreed for 2020-2021:

**Senior Officers Employment Sub Committee**
Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Hayley Illman

Substitutes: Tony Jackson, Mike Hewitt, Richard Clewer, John Smale, Carole King, Jo Trigg, Bob Jones, Ian Thorn.


**Appeals Sub-Committee**
Cllr Stuart Wheeler, Cllr Richard Clewer, Cllr Hayley Illman

Substitutes: Tony Jackson, Mike Hewitt, Philip Whitehead, John Smale, Carole King, Jo Trigg, Bob Jones, Ian Thorn.


**Grievance Appeals Sub- Committee**
Cllr Stuart Wheeler, Cllr Tony Jackson, Cllr Hayley Illman

Substitutes: Mike Hewitt, Richard Clewer, Philip Whitehead, John Smale, Carole King, Jo Trigg, Bob Jones, Ian Thorn.

36    **Update on Covid response**

Jo Pitt - Director – HR & OD, Wiltshire Council gave a brief presentation, points made included:

- That staff were now being deployed into the wellbeing hub

- That a Business grants team, T&Cs Enforcement team and a Pandemic Covid team had now been set up

- That HR teams had been working re-deploying staff to teams more relevant to the second lockdown

- That HR were looking at all staff who needed to access Wiltshire Council buildings – the importance of trying to keep covid-19 out of the hubs and other buildings. Business cases would be needed to access the hubs etc

The Chairman thanked Jo Pitt for her update.


37    **Organisational Recovery programme update**

Jo Pitt - Director – HR & OD, Wiltshire Council gave a brief presentation, points made included:

- That there would be a single program lead – Paula Marsh - HR & OD Strategic Delivery Manager

- That a desk booking pilot was currently being trialled at the Monkton Park hub

- That a review looking at better utilisation of all Wiltshire Council hubs and buildings was being carried out, this would also look at how to maximise estate commercial opportunities

- That a second staff survey had just been carried out – an update would be given at next Staffing Policy meeting

- Work was ongoing looking at the Wiltshire Council workforce and how services work with local colleges

- Looking at working patterns, and at different operating models

- Looking at digital services – how Wiltshire Council takes payments from its customers

The Chairman thanked Jo Pitt for her update.


38      **Agile deployment of staff**

The written report contained in the agenda pack provided an update on new approaches being introduced through the "agile workforce" workstream of the organisational recovery programme to support more flexible deployment of staff within the council.

Points made included:

- Two outcomes of the council's Organisational Recovery Programme were that Wiltshire Council could deploy staff and resources to meet business need as well as ensuring that the council was financially sustainable.

- In July, CLT introduced controls to manage spending, increase savings, reduce costs and improve efficiency.  These controls included a halt on spend on new agency workers or extensions to existing contracts and a freeze on all external recruitment unless approved by CLT.

- This had meant that wherever possible vacancies were being filled through the identification of resource from within our existing workforce. Since spending controls had been in place external adverts for council roles had reduced from an average of 36 live per week to 6 live per week.  This approach, alongside other spend control measures, had been successful in helping to address the current financial position.

- Through the response to the pandemic, it had become clear that there was strength in having confident, skilled people who were willing to work in an agile and flexible way. This had enabled Wiltshire Council to deploy staff from across the organisation into critical service areas with a specific business need and support our most vulnerable residents.

**Decision**

- **That the Staffing Policy Committee noted the approaches that were being developed to support the more agile deployment of staff, in support of the council's Organisational Recovery Programme outcomes.**

- **That the Staffing Policy Committee noted the extension of internal opportunities to Wiltshire Care Leavers to support the fulfilment of the council's Corporate Parenting responsibility.**

- **That the Staffing Policy Committee recognised that there was not another committee meeting until January 2021, Staffing Policy Committee delegate approval of policy changes to the relevant senior officer (the Director of HR&OD) in order to enable approaches outlined in this paper to be implemented as soon as possible, following consultation and agreement with the recognised unions where applicable.**

The Chairman thanked Jo Pitt for the report.

39    **Recruitment Policy update**

The written report contained in the agenda pack report provided the Staffing Policy Committee with information about updates to the council's recruitment policies.

***Points made included:***

- That Wiltshire Council's recruitment policy was last fully reviewed and updated in 2016.

- Whilst there had been no changes to the policy since then additional guidance documents, FAQs, templates and forms had been produced as required, either to support managers or where changes to processes had been required in line with either legislation or best practice.

- Feedback from managers, and the council's operational HR teams, was that information had become difficult to find and in some cases was duplicated across a number of different guidance documents.

- A review had therefore been undertaken to streamline and reduce the number of guidance documents, combine all related information together into one place and to ensure the main policy clearly points managers to relevant guidance, depending on the type of recruitment being undertaken.

- As part of the review, the equalities and inclusion language within the policy and associated guidance documents had been updated to ensure it aligned with current practice, and also with other HR information.

- The policy and guidance documents had also been updated to ensure that any sections relating to the old behaviours framework had been replaced with new EPIC values and reference to the code of conduct policy, as presented at Staffing Policy Committee in June 2020.

**Decision**

- **That Staffing Policy Committee noted the report and the planned updates to the council's recruitment policy and associated guidance documents.**

The Chairman thanked Jo Pitt for the report.

## 40    Exit Payment Cap

Jo Pitt - Director – HR & OD, Wiltshire Council gave a brief presentation, points made included:

- That the cap would be enforced from the 4 November 2020

- That it was acknowledged that there were issues with the Local gov pension scheme

- That Wiltshire Council were unable make anyone redundant over the age of 55

The Chairman thanked Jo Pitt for her presentation.

## 41    Close

(Duration of meeting:  10.30  - 11.15 am)