

STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 24 NOVEMBER 2010 AT COMMITTEE ROOM III - COUNTY HALL, TROWBRIDGE.

Present:

Cllr Allison Bucknell (Chairman), Cllr Rod Eaton, Cllr Mike Hewitt, Cllr David Jenkins, Cllr Francis Morland, Cllr Bill Moss (Reserve), Cllr John Noeken, Cllr Mark Packard and Cllr John Smale

54. Apologies for absence

An apology for absence was received from Cllr Jane Scott OBE, who was substituted by Cllr Bill Moss.

55. Minutes of Previous Meeting

Resolved:

To confirm and sign the minutes of the Committee meeting held on 12 October 2010 as a correct record.

56. Declarations of Interest

There were no declarations of interest.

57. Chairman's Announcements

There were no Chairman's announcements.

58. Public Participation

There were no members of the public present.

59. Management Review - Update

The Committee received a report by the Service Director HR & OD which provided an update on the Management Review.

Agreement with the recognised trade unions, UNISON, UNITE and GMB, had been reached following a series of negotiation meetings and the outcome of a

GMB ballot confirming it's members acceptance of the proposed changes to those polices. A number of meetings had been held regarding the need to make savings over the next four years and copies of the statements issued by the Chief Executive and Unison are appended to these Minutes at Appendix A and B respectively.

It was noted that the deadline for applications for voluntary redundancy was Friday 26 November 2010 and that the number of staff making application would be known during the early part of the following week. Further applications would be invited from those staff who remained displaced following completion of the appointments procedure.

Comments and alternative suggestions about the proposed new management structures had been invited from all staff and the deadline for this feedback was 26 November 2010.

A further meeting of the Extended Leadership Team (ELT) was due to be held on 29 November 2010 to go through the next stages of the 90 day consultation period, including:-

- Completing the voluntary redundancy scoring matrix
- Managing voluntary redundancies and the leaver process
- Completing the ownership and ring fencing process
- Re-opening voluntary applications where appropriate

Resolved:

To note the latest position.

60. **Disciplinary Policy & Procedure Update**

On considering a report by the Service Director HR & OD which presented an updated Disciplinary Policy and Procedure together with the toolkit of guidance documents,

Resolved:

To support and approve the revised Disciplinary Policy and Procedure.

61. **Grievance Policy & Procedure**

On considering a report by the Service Director HR & OD,

Resolved:

To support and approve the revised Grievance Policy and Procedure.

62. **Appeal Policy & Procedure - New Policy**

On considering a report by the Service Director HR & OD,

Resolved:

To support and approve the proposed Appeals Policy and Procedure.

63. **Career Break Scheme - New Policy**

On considering a report by the Service Director HR & OD,

Resolved:

To support and approve the proposed Career Break Scheme.

64. **Agency Interim and Consultancy Staff Procurement Policy**

On considering a report by the Service Director HR & OD,

Resolved:

To support and approve the Policy for the Procurement of Temporary Agency/Interim and Consultancy Staff.

65. **Externalisation, Procurement and the Workforce**

On considering a report by the Service Director HR & OD,

Resolved:

(1) To note the content of the report.

(2) To adopt the local agreement.

(3) To agree that compliance with the protocol be confirmed in all recommendations to Cabinet for externalisation involving staff.

66. **Local Government Pension Scheme (LGPS) - Employer Discretions**

On considering a report by the Service Director HR & OD,

Resolved:

To adopt the former Wiltshire County Council's Employers Discretion Policy in relation to Local Government Pension Scheme Regulations.

67. **Quarterly Workforce Reports - September 2010**

The Committee received quarterly workforce reports excluding schools for the quarter ended 30 September 2010 concerning:-

Headcount and Full Time Equivalent
Age Profile
Employee Diversity
Sickness Absence
Health and Safety
Voluntary Staff Turnover
Disciplinary and Grievance Cases

Members of the Committee questioned the reasoning for setting the benchmark at the upper quartile in some instances and suggested that it be set at the median in all cases.

Resolved:

- (1) To note the contents of the report.
- (2) To set all benchmarks at the median.

68. **Date of Next Meeting**

Resolved:

To note that the next meeting was due to be held on Thursday 16 December 2010, starting at 10.30am.

69. **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30am to 12.45pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line 01225 713035, e-mail roger.bishton@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115