

AGENDA

Meeting: STAFFING POLICY COMMITTEE
Place: Committee Room 7 - County Hall, Trowbridge
Date: Thursday 16 December 2010
Time: 10.30 am

Please direct any enquiries on this Agenda to Roger Bishton, of Democratic and Members' 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
Cllr Rod Eaton
Cllr Mike Hewitt
Cllr David Jenkins
Cllr Francis Morland

Cllr John Noeken
Cllr Mark Packard
Cllr Jane Scott OBE
Cllr John Smale

Substitutes:

Cllr Ernie Clark
Cllr Peter Colmer
Cllr Mary Douglas
Cllr George Jeans

Cllr Howard Marshall
Cllr Bill Moss
Cllr Christopher Newbury
Cllr Jonathon Seed

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PART I

Items to be considered while the meeting is open to the public

1. **Apologies for absence**

2. **Minutes of Previous Meeting** *(Pages 1 - 4)*

To confirm the minutes of the meeting held on 24 November 2010. (Copy attached)

3. **Declarations of Interest**

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

4. **Chairman's Announcements**

5. **Public Participation**

The Council welcomes contributions from members of the public.

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 above for any further clarification.

Members of the public wishing to ask a question should give written notice (including details of any question) to the officer named above by **12.00noon on Tuesday 14 December 2010**.

6. **Management Review - Update** *(Pages 5 - 6)*

A report by the Service Director HR & OD is attached.

7. **Trade Union Negotiations - Update** *(Pages 7 - 10)*

A report by the Service Director HR & OD is attached.

8. **Closure of Lease Car Schemes** *(Pages 11 - 40)*

A report by the Service Director HR & OD is attached.

9. **Introduction of Salary Sacrifice Scheme to Lease Cars** (Pages 41 - 58)

A report by the Service Director HR & OD is attached.

10. **Absence Management Policy and Procedure** (Pages 59 - 134)

A report by the Service Director HR & OD is attached.

11. **Employee Business Continuity Policy** (Pages 135 - 152)

A report by the Service Director HR & OD is attached.

12. **Death in Service Policy** (Pages 153 - 162)

A report by the Service Director HR & OD is attached.

13. **Date of Next Meeting**

To note that the next three meetings are due to be held as follows, all starting at 10.30am:-

Wednesday 12 January 2011

Wednesday 9 February 2011

Wednesday 9 March 2011

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