

AGENDA

Meeting: STAFFING POLICY COMMITTEE
Place: Orkney Room, 2nd Floor, County Hall East Wing, Trowbridge
Date: Wednesday 20 July 2011
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.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Allison Bucknell
Cllr Rod Eaton
Cllr Mike Hewitt
Cllr Jon Hubbard
Cllr Francis Morland

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

Substitutes:

Cllr Rosemary Brown
Cllr Chris Caswill
Cllr Ernie Clark
Cllr Mary Douglas
Cllr Malcolm Hewson

Cllr George Jeans
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 - 6)*

To confirm the minutes of the meeting held on 18 May 2011. (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.

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 the agenda (acting on behalf of the Director of Resources) no later than 5pm on **Wednesday 13 July 2011**. 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** *(Pages 7 - 8)*
A report by the Solicitor to the Council & Monitoring Officer is attached.
7. **Flexible Working - Annualised Hours Policy** *(Pages 9 - 18)*
A report by the Service Director HR & OD is attached.
8. **Flexible Working - Time Off in Lieu Policy** *(Pages 19 - 24)*
A report by the Service Director HR & OD is attached.
9. **Criminal Record Disclosures Policy & Procedure** *(Pages 25 - 42)*
A report by the Service Director HR & OD is attached.
10. **Recruitment of Ex-offenders Policy & Procedure** *(Pages 43 - 52)*
A report by the Service Director HR & OD is attached.
11. **Storage of Disclosure Information Policy & Procedure** *(Pages 53 - 60)*
A report by the Service Director HR & OD is attached.
12. **Recruitment Policy & Procedure** *(Pages 61 - 86)*
A report by the Service Director HR & OD is attached.
13. **Probationary Periods Policy & Procedure** *(Pages 87 - 104)*
A report by the Service Director HR & OD is attached.
14. **Payment for Acting Up and Additional Duties Policy & Procedure** *(Pages 105 - 116)*
A report by the Service Director HR & OD is attached.
15. **Ex-gratia and Honoraria Payments** *(Pages 117 - 120)*
A report by the Service Director HR & OD is attached.
16. **Quarterly Performance Reports for March 2011** *(Pages 121 - 124)*
A report by the Service Director HR & OD is attached.

17. **Revision to Terms and Conditions of Employment** *(Pages 125 - 130)*

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

18. **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