

AGENDA

Meeting: STAFFING POLICY COMMITTEE
Place: Committee Room III - County Hall, Trowbridge
Date: Wednesday 21 September 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.

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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 - 8)*

To confirm the minutes of the meeting held on 20 July 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 14 September 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**

To note that, following the appointment of Members to serve on the Committee's three sub-committees at the last meeting, the Liberal Democrat nominees will be as follows:-

Senior Officers Employment Sub-Committee – Cllr Jon Hubbard (Member), Cllr Mark Packard (Substitute Member).

Appeals Sub-Committee – Cllr Mark Packard (Member), Cllr Jon Hubbard (Substitute Member)

7. **Ill Health Retirement Procedure** *(Pages 9 - 22)*

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

8. **Religion and Belief in the Workplace Policy and Procedure** *(Pages 23 - 42)*

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

9. **Time Off for Elections Policy and Procedure** *(Pages 43 - 48)*

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

10. **Annual Leave & Bank Holiday Entitlement Policy and Procedure** *(Pages 49 - 64)*

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

11. **Apprenticeship Programme Policy** *(Pages 65 - 82)*

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

12. **Leaver Procedure** *(Pages 83 - 92)*

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

13. **Quarterly Workforce Measures - Delivering the Business Plan** *(Pages 93 - 98)*

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

14. **Leisure Services Staff Use of Leisure Facilities** (Pages 99 - 102)

A joint report by the Service Director HR & OD & the Head of Leisure is attached.

15. **Date of Next Meeting**

To note that the next meeting is scheduled to be held on Wednesday 23 November 2011, starting at 10.30am.

16. **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.

17. **Exclusion of the Public**

To consider passing the following resolution:-

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item No. 17 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

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

18. **Local Government Pension Scheme (LGPS) - Employer Discretions Payment of Deferred Payments** (Pages 103 - 104)

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