

## STAFFING POLICY COMMITTEE

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### DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 23 NOVEMBER 2011 AT ORKNEY ROOM, 2ND FLOOR, COUNTY HALL EAST WING, TROWBRIDGE.

#### **Present:**

Cllr Allison Bucknell (Chairman), Cllr Rod Eaton, Cllr Mike Hewitt (Vice Chairman), Cllr Jon Hubbard, Cllr Francis Morland, Cllr John Noeken, Cllr Mark Packard, Cllr Jane Scott OBE and Cllr John Smale

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#### 86. **Apologies for absence**

There were no apologies for absence.

#### 87. **Minutes of Previous Meeting**

##### **Resolved:**

To confirm and sign the minutes of the Committee meeting held on 21 September 2011.

#### 88. **Declarations of Interest**

There were no declarations of interest.

#### 89. **Chairman's Announcements**

The Committee was informed that, although discussions were ongoing at national level, it was expected that local government workers, including teaching and non teaching staff in schools and colleges, would take industrial action on Wednesday 30 November 2011 in opposition to the Government's proposals concerning the Local Government Pension Scheme, England and Wales.

An explanation was given of the contingency plans the Council had in place to minimise the disruption of services particularly to the vulnerable and infirm members of society. The Chairman requested that the Committee's thanks and appreciation be conveyed to those members of staff who were working to minimise the effects of the potential strike action.

90. **Public Participation**

There were no members of the public present or councillors' questions.

91. **Travel Expenses Policy**

The Chairman reported that the item had been withdrawn from the agenda due to the very recent receipt of advice from the Inland Revenue which required consideration by the officers. It was anticipated that a revised report would be ready for consideration at the next meeting of this Committee.

92. **Smoking Policy & Procedure**

Consideration was given to a report by the Service Director HR & OD which sought approval to the harmonisation of five smoking policies which had been implemented prior reorganisation in April 2009.

**Resolved:**

**To approve the new Smoking Policy and Procedure.**

93. **Moving Home Allowance (New Employee) Policy**

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

**Resolved:**

**To approve the revised Moving Home Allowance Policy.**

94. **Quarterly Workforce Measures - Delivering the Business Plan**

The Committee received quarterly workforce reports excluding schools for the quarter ended 30 September 2011 concerning:-

Staffing Levels  
Workforce Information  
Sickness Absence

Health and Safety  
Disciplinary and Grievance Cases  
Voluntary Staff Turnover

The report also set out information relating to Workforce Costs and Benchmark Data.

**Resolved:**

**To note the contents of the report and to request information on the take up of support for stress related absences at the next meeting.**

95. **Annual Equality & Diversity Report 2010/11**

Consideration was given to a report by the Service Director, HR & OD which,

- (1) set out workforce and recruitment information for the year relating to 2010/11, and
- (2) identified the actions that Wiltshire Council had and was continuing to take to meet both statutory requirements and the Council's employment commitments under the Equality Act 2010 and subsequent public sector equality duties.

During the following debate, Members of the Committee noted that the highest percentage of leavers was from the under 25 year age band with 33.7% leavers within that category, i.e. 209 out of 620 staff leavers.

**Resolved:**

- (1) **To note the contents of the report.**
- (2) **To request a report for the next meeting setting out a more detailed analysis about leavers under the age of 25 years, giving reasons for these departures, how long staff in this category had been working for the Authority before leaving and what measures were being taken to recruit and retain them.**

96. **Trade Union Recognition Facilities Agreement**

The Committee considered a joint report by the Service Director HR & OD and the Secretary, Wiltshire UNISON which sought a review of the current Trade Union Recognition and Facilities Agreement.

It was noted that in July 2010 this Committee had agreed a revised Trade Union Recognition and Facilities Agreement on the proviso that this be reviewed in 12 months' time. At its meeting on 28 July 2010 this Committee resolved:

*"To request that a systematic recording of approved time off be continued and that a report on this be presented to the Committee in six months' time."*

A report was presented to Staffing Policy Committee on 9 March 2011, with the recommendation that the time recording system remain in place and be reviewed together with the revised Trade Union Recognition and Facilities Agreement in July 2011.

The Committee recognised the valuable work and support to staff carried out by the Trade Unions, and in particular by UNISON, which had led to £9.4 million savings.

**Resolved:**

- a) **To approve the proposed amendments to the Trade Union Recognition and Facilities Agreement.**
- b) **To agree the amended Trade Union Recognition and Facilities Agreement for a further 12 months**

97. **Senior Officers Employment Sub-Committee**

**Resolved:**

**To receive and note the minutes of the Senior Officers Employment Sub-Committee dated 2 November 2011.**

98. **Date of Next Meeting**

**Resolved:**

**To note that the next meeting was due to be held on Wednesday 11 January 2012, starting at 10.30am.**

99. **Urgent Items**

There were no items of urgent business.

100. **Exclusion of the Public**

**Resolved:**

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 Minute No. 101 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.

101. **Local Government Pension Scheme (LGPS) Employer Discretions - Early Retirement on Compassionate Grounds**

On considering a confidential report by the Service Director HR & OD and the Service Director, Adult Care (Operations),

**Resolved:**

To approve the early release of both the member of staff's active and deferred pension benefits on compassionate grounds, as set out in the report.

(Duration of meeting: 10.30 am - 12.15 pm)

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](mailto:roger.bishton@wiltshire.gov.uk)

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