

## AGENDA

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**Meeting:** STAFFING POLICY COMMITTEE  
**Place:** Orkney Room, 2nd Floor, County Hall East Wing, Trowbridge  
**Date:** Wednesday 7 March 2012  
**Time:** 10.30 am

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Please direct any enquiries on this Agenda to Roger Bishton, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713035 or email [roger.bishton@wiltshire.gov.uk](mailto: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

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### 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 - 4)*

To confirm the minutes of the meeting held on 22 February 2012. (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 no later than 5pm on **Wednesday 29 February 2012**. 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. **Under 25 Year Olds in the Wiltshire Council Workforce - Workforce Analysis and Recruitment Schemes and Initiatives** *(Pages 5 - 12)*

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

7. **Personal Use of Council Mobile Phones and Smartphones** *(Pages 13 - 18)*

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

8. **Review of Overtime Policy** *(Pages 19 - 24)*

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

9. **Quarterly Workforce Measures - Delivering the Business Plan - Quarter ended 31 December 2011** *(Pages 25 - 30)*

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

10. **Date of Next Meeting**

To note that the next meeting is scheduled to be held on Wednesday 9 May 2012, starting at 10.30am.

11. **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**