

## STAFFING POLICY COMMITTEE

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### DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 28 JULY 2010 AT COMMITTEE ROOM 3, COUNTY HALL, TROWBRIDGE.

#### Present:

Cllr Allison Bucknell (Chairman), Cllr Peter Colmer, Cllr Rod Eaton, Cllr Francis Morland, Cllr Allison Bucknell (Chairman), Cllr Rod Eaton, Cllr John Smale, Cllr Mark Packard, Cllr Peter Colmer (Reserve), Cllr John Noeken and Cllr Jane Scott OBE and Cllr John Smale.

#### 24. Apologies for absence

Apologies for absence were received from Cllr Mike Hewitt and Cllr David Jenkins who was substituted by Cllr Peter Colmer.

#### 25. Minutes of Previous Meeting

##### Resolved:

To confirm and sign the minutes of the Committee meeting held on 19 May 2010 as a correct record.

#### 26. Declarations of Interest

There were no declarations of interest.

#### 27. Chairman's Announcements

There were no Chairman's announcements.

#### 28. Public Participation

There were no members of the public present.

#### 29. Approval to recruit

The Committee received a report by the Service Director, HR & OD which set out details about the new approval to recruit process which had been implemented on 25 June 2010.

After discussion,

**Resolved:**

To note the change to the recruitment procedure but to request that the Approval to Recruit Form be slightly amended to include a request for information showing any effect on front line services should the post be not filled.

30. **Trade Union Recognition and Facilities Agreement**

Consideration was given to a report by the Service Director, HR & OD which sought approval to the proposed Trade Union Recognition and Facilities Agreement.

It was noted that prior to 1 April 2009, each of the five previous Wiltshire authorities had separate Recognition Agreements with UNISON, GMB and UNITE. These arrangements differed and accordingly the former Implementation Executive agreed interim arrangements in December 2008 which had recently been reviewed for which approval was now being sought.

The Committee received the views of the UNISON Branch Secretary in support of the proposals and after discussion,

**RESOLVED:**

- (a) To approve a request from UNISON that the number of days per month (dedicated secondment time of staff to undertake trade union activities) be increased from 68 to 80, which could result in backfill by the employing department.
- (b) To approve the proposed Trade Union Recognition and Facilities Agreement, as set out in Appendix 1 to the report.
- (c) To agree the continued funding of £38,000, which currently backfilled the two UNISON Trade Union Official roles of Branch Secretary and Branch Organiser.
- (d) To request that systematic recording of approved time off be continued and that a report on this be presented to this Committee in six months' time.
- (e) To review the Agreement in 12 months' time.

31. **Quarterly Management Reports March 2010**

The Committee received quarterly workforce reports excluding schools for the quarter ended 31 March 2010 concerning:-

Workforce Age Profile  
Employee Diversity  
Sickness Absence  
Health and Safety  
Voluntary Staff Turnover  
Disciplinary and Grievance Cases

Members expressed their appreciation of the new simplified and concise format which was considered to be much easier to understand.

After discussion,

**Resolved:**

- (1) To note the contents of the report.**
- (2) To note with some concern the level of staff turnover during the first year of employment and to request that managers make every effort to establish reasons for this.**
- (3) To reinforce the need for the carrying out of exit interviews.**
- (4) To request that quarterly management information be emailed to members of this Committee quarterly at the same time as the information was made available to departments.**

32. **Annual Equality and Diversity report**

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 2009/10,
- (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 Race, Disability and Gender Equality Schemes, and
- (3) the implications arising from the forthcoming Equality Act 2010.

An additional paper was received which set out further details of actions to be taken, as appended to these minutes.

During the following debate, Members of the Committee considered that the Council should attempt to improve on its employment of disabled persons. It was noted that the Disability Forum regularly reviewed the position which was considered to be a very useful mechanism.

**Resolved:** To note the contents of the report.

33. **Policies - Dignity at Work and Time Off to Train**

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

**Resolved:** To approve the following revised policies, subject to minor amendment:-

(i) **Dignity at Work Policy & Procedure**

(ii) **Time to Train Policy**

34. **Urgent Items**

There were no urgent items.

35. **Exclusion of the Press and 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. 36 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 4 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.

36. **Pay Harmonisation - the Way Forward**

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

**Resolved:** To approve the recommendations as detailed in the report presented, subject to minor amendments to the project objectives.

(Duration of meeting: 10.30am – 1.10pm)

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)

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### Annual Equality and Diversity Report - Actions taken:

#### Recruitment, Selection and Retention of Under 25 year olds:

**1. National Graduate Development Programme** - We have appointed 2 new National Graduate Management Trainees to start from October 2010.

This year has seen the highest number of bids ever for hosting NMT's for their first placement. The estimated cost of salary and training of two NMT's over two years works out at £122,642.

During their training the NMT's undertake a wide range of high level projects, see attached sheet for placements undertaken. The cost of participating in the NGDP and recruiting an NMT has been highlighted as a cost effective approach to project management and the savings that participation in the scheme have generated are considerable. Examples are given below from placements in the Programme Office, from Ian Cook, previous Head of Programme Office:

- a) Based upon an eight month placement, which cost £19,950 in salary and on costs, he commented "a figure of between 50k – 75k would be nearer the mark". Therefore, in this single placement up to £55,050 was saved in efficiencies through ensuring that an NMT was available.
  - b) Similarly based upon a different project, he commented that "As a broad estimate the market rate for a consultant to undertake this piece of work would probably have been around £350 - £400 day again making significant savings." Based over a six month placement, the potential savings generated could total up to £33,050.
8. The savings created through the NMTs involvement within key projects has also been highlighted by Linda Watts, Principal Assistant to the Chief Executive:

"Had we deployed consultants to carry out this work there is no guarantee that we would have seen the conscientious and committed approach demonstrated by the NMTs. Consultancy charges for some of the complex project management undertaken could have been in the range of £350 - £600 per day, for placements that have lasted for several months."

At the end of the training period NMT's are highly marketable candidates having a corporate understanding of Wiltshire Council and a wide knowledge of local government issues.

The last 5 NMT's have been successfully appointed to senior posts within the authority including Community Area Board Managers and Workforce Transformation Project Mangers.

<b>Costs 1.10 10 - 30.9.12</b>	<b>Two NMT's</b>
Salary (inc. oncosts)	£115,742
Training	£2,900
I&DeA costs	£4,000
<b>TOTAL</b>	<b>£122,642</b>

**2. Work Experience** – three years ago the internal Work Experience Scheme was revamped to make it a more interesting experience for young people choosing to come here for their work experience. It ensured that placements were more useful in gaining an insight in to the real world of work and to give them a wider understanding of the services provided by the council. At the time we were given an award for service to young people which was put up in Reception.

### **3. Age – No Barriers Event**

On Friday 16<sup>th</sup> July 2010, an event was run as part of Age – No Barriers; to both give information to young people on the implications of the new Equality Act 2010, and to hold consultation with young people engaged on the V Talent programme. From the Council's perspective in the light of our workforce information indicating issues with recruitment, selection and retention of young people, we asked for their views and experiences and potential solutions to help us make progress with these issues – attached is a summary of the consultation.

### **4. Future Jobs Fund**

We are approaching the end of the first tranche of the Wiltshire Potential Future Jobs Fund, in which we aimed to create 180 jobs. We have met our job creation target and as at the end March 146 young people have found work through the programme with many others receiving job offers and awaiting job starts. We hope to have successfully recruited to the remaining positions by the end of April. It is pleasing to note that we are beginning to hear of good news stories whereby young people engaged in the programme are securing onward employment opportunities ahead of the end of their initial employment term. As the first few Wiltshire Future Jobs Fund participants are approaching the end of their initial contracts during April it is evident that the new skills and experience they have gained, not to mention their increased confidence and self-esteem, are positioning them well to compete in the labour market.

**Wiltshire Council is proud to be leading on and better still benefiting from in terms of the 45 young people that have to date joined the Council since the programme's inception.** Future Jobs Fund is important as this is an urgently needed worklessness initiative and the temporary jobs are all funded at nil cost to Council as the Council secured the funding from DWP and the administrative costs of running the programme are being met by Action for Wiltshire.

### **Black and Minority Ethnic Issues**

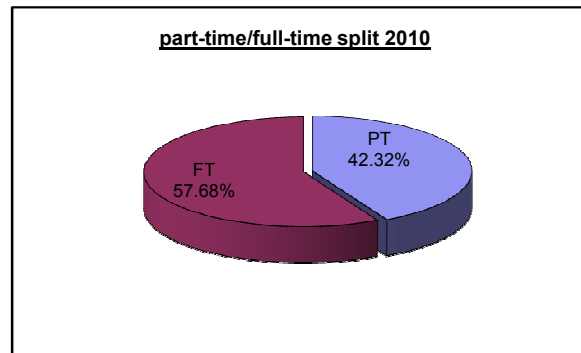
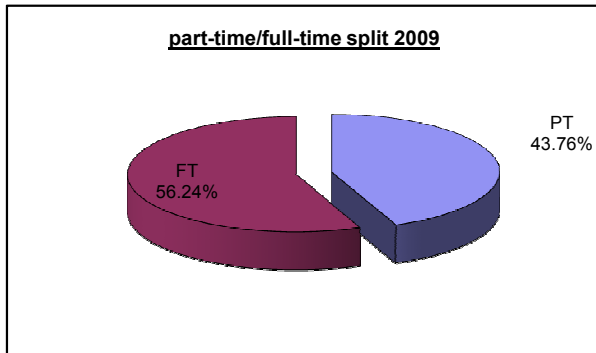
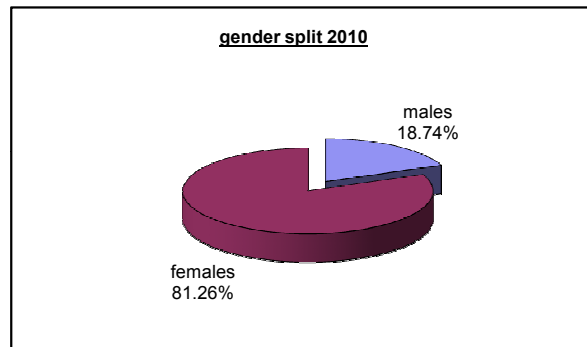
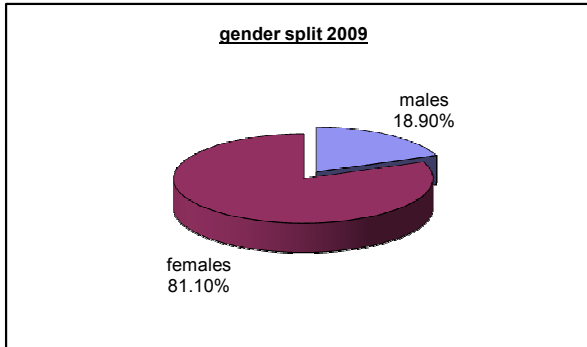
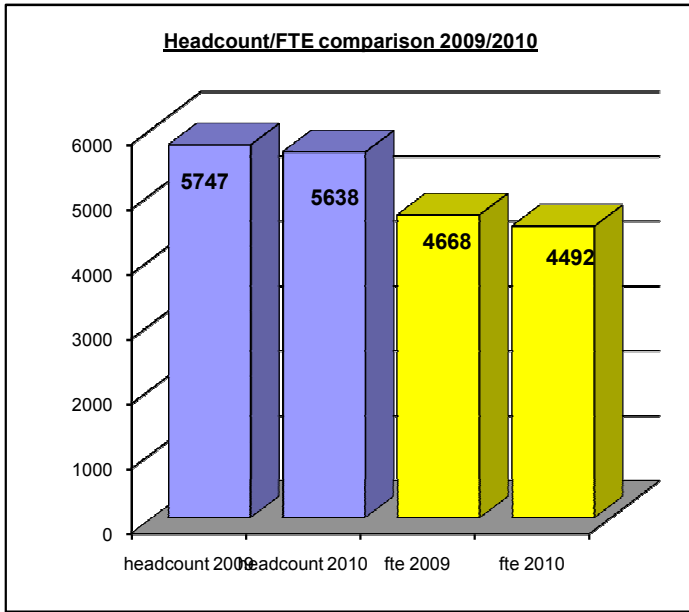
Whilst we appear to reflect the local community regarding the number of BME staff employed their does appear to be an issue regarding appointment and progression to senior posts within the authority. This has been an issue raised with the BME Forum and we have been working together to identify initiatives which could improve opportunities through promoting learning and development.

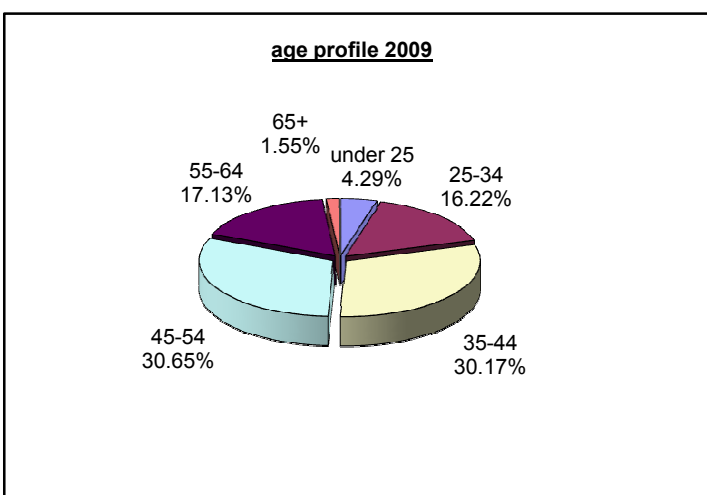
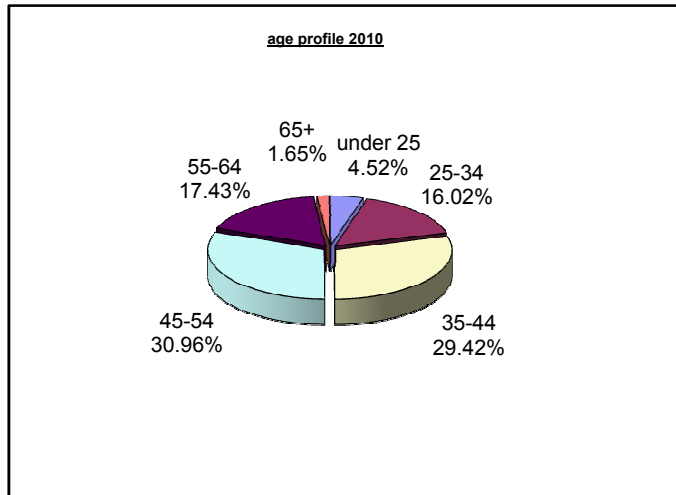
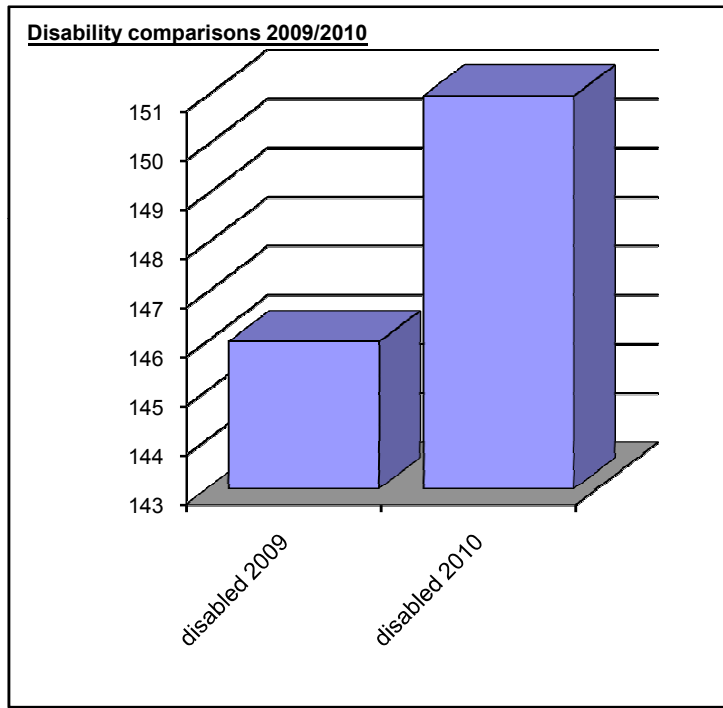
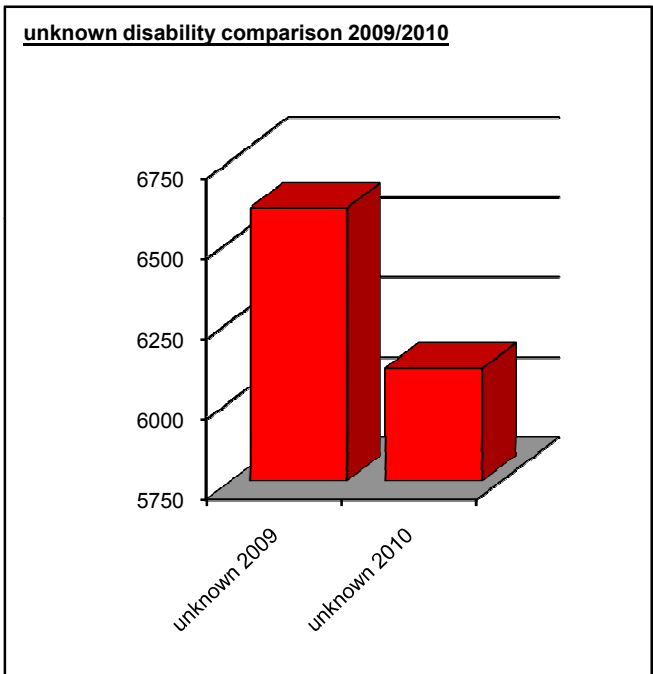
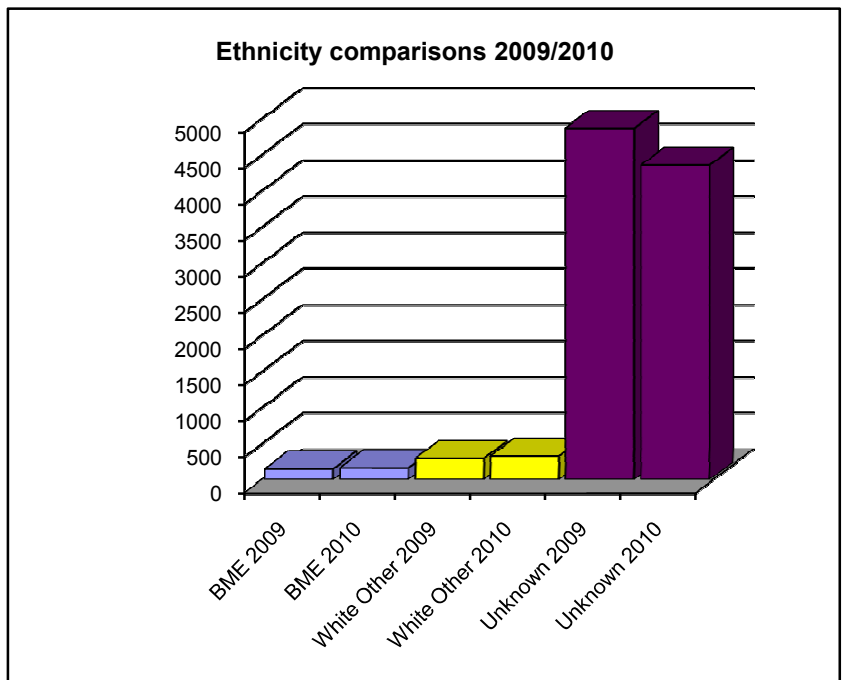


The theme of the Equality Networking Lunch held on 8<sup>th</sup> July 2010 was learning and development and in addition to an exercise identifying barriers and solution to learning the focus was on helping staff to identify personal learning styles and opportunities.

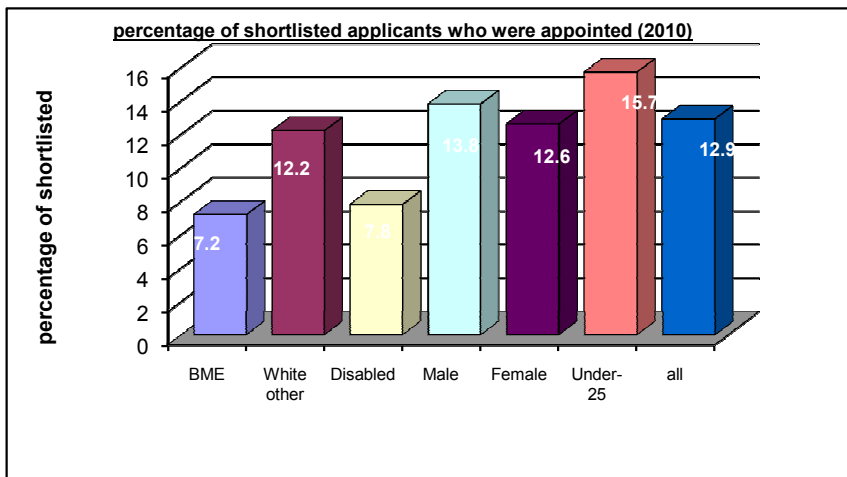
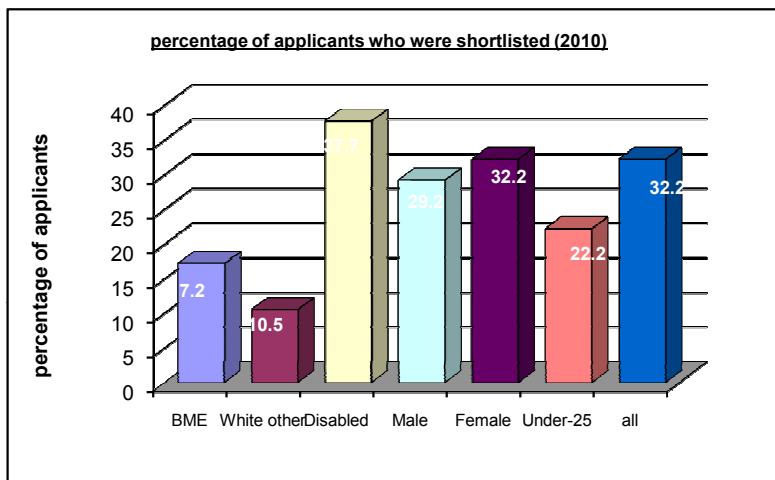
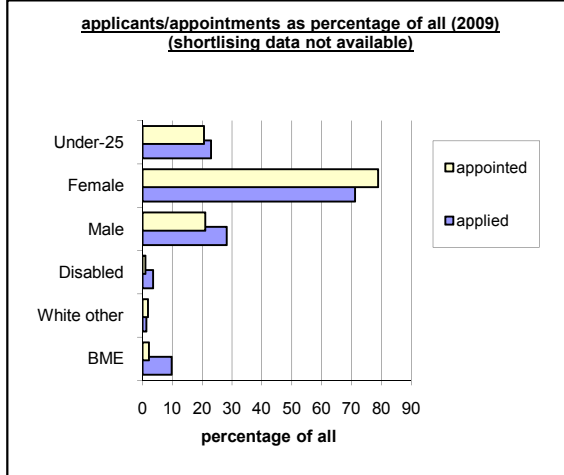
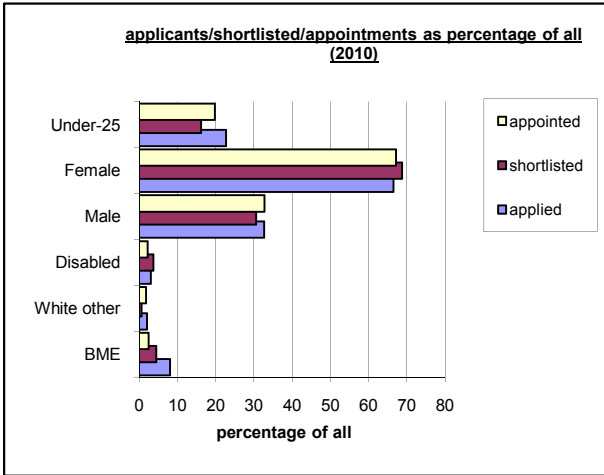
Whilst the Equalities Networking Lunch is co-ordinated through the BME and Staff Disability Forums it is promoted and open to all staff, managers and Members with an interest and who want to learn more about equalities. This is held twice per year.

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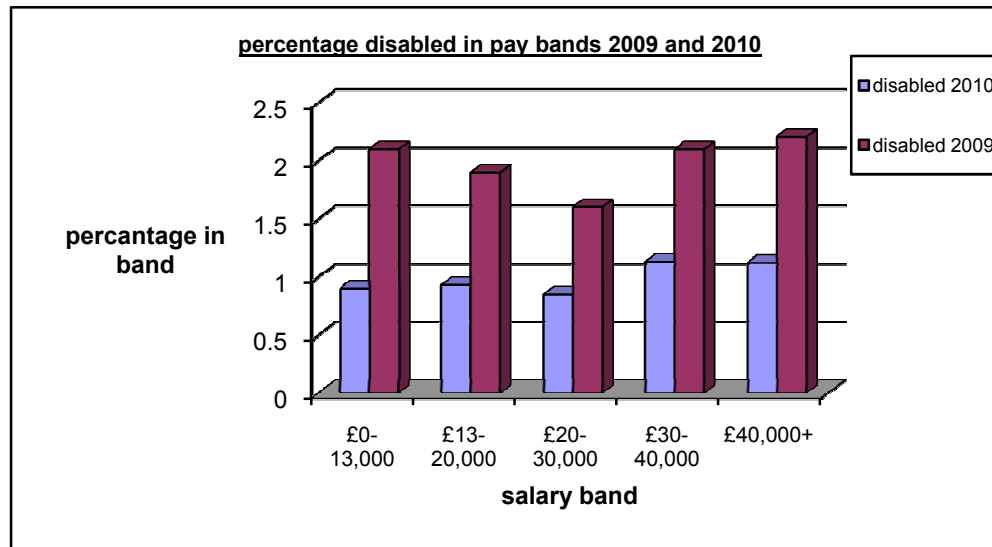
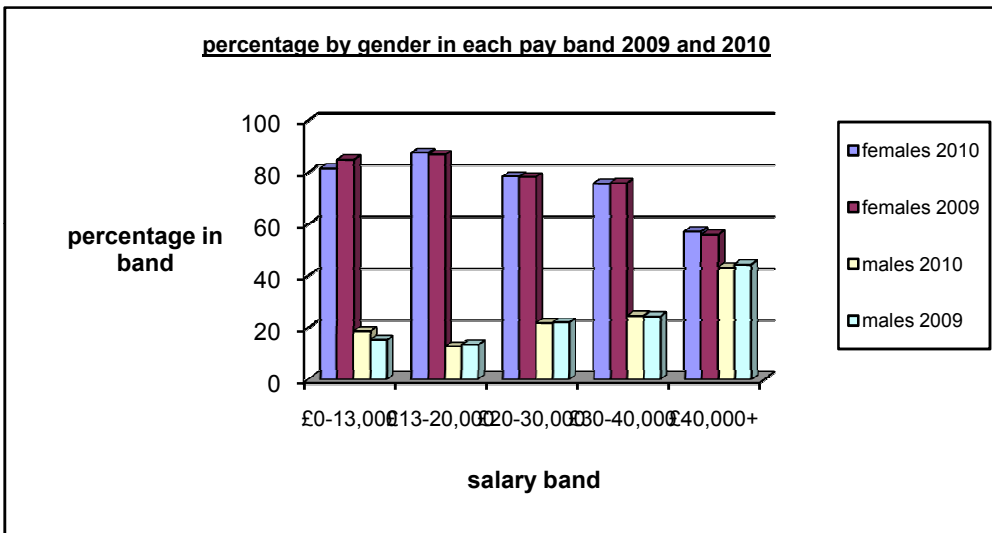
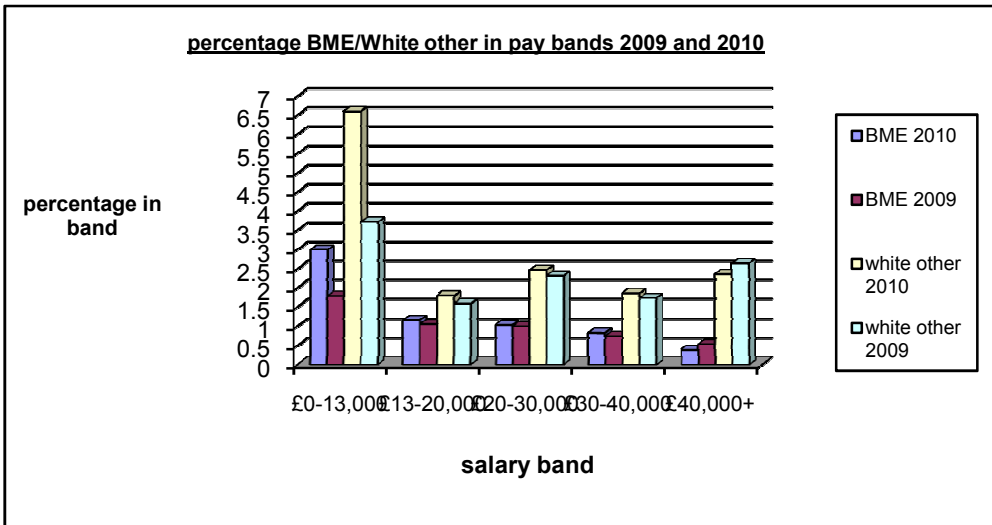




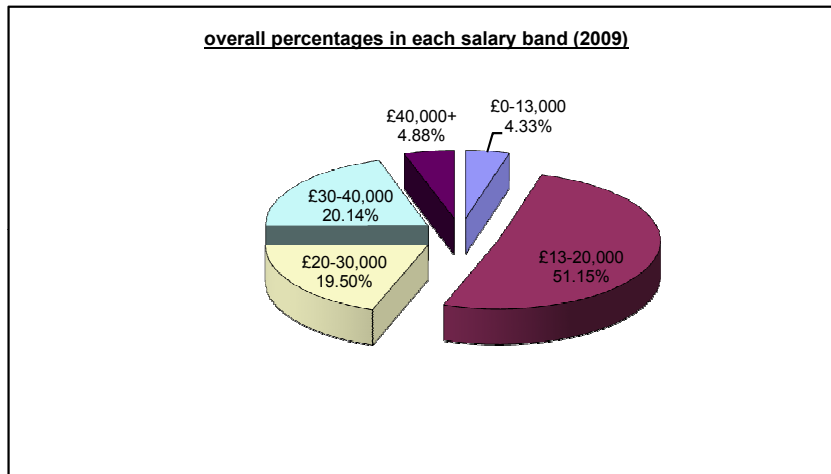
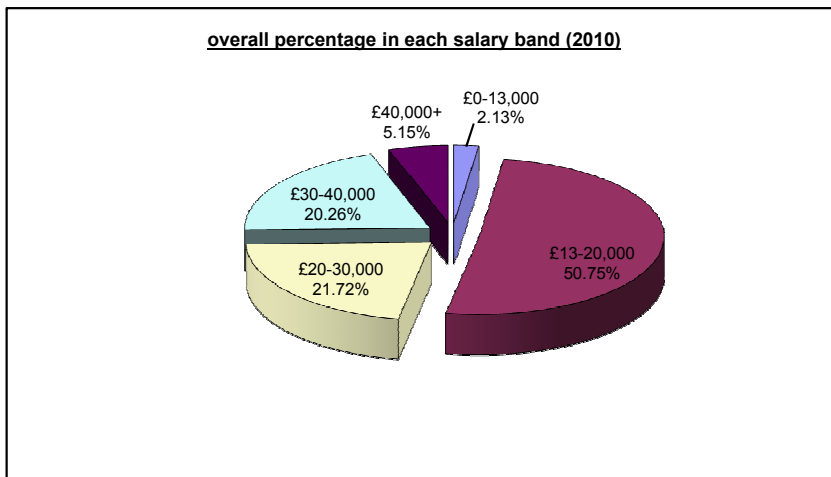
**Appendix 3 supplement**



**Appendix 2 supplement (2)**



**Appendix 2 supplement (1)**



**Appendix 2 supplement (3)**

