

AGENDA

Meeting: STAFFING POLICY COMMITTEE
Place: Orkney Room, 2nd Floor, County Hall East Wing, Trowbridge
Date: Wednesday 9 May 2012
Time: 10.30 am

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

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 - 4)*

To confirm the minutes of the meeting held on 7 March 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 (acting on behalf of the Director of Resources) no later than 5pm on **Tuesday 1 May 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. **Senior Officers' Employment Sub-Committee** (Pages 5 - 8)

To receive the minutes of the meeting held on 19 April 2012. (Copy attached)

7. **Fixed Term Contract Dismissal Policy & Procedure** (Pages 9 - 18)

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

8. **Dignity at Work Policy & Procedure** (Pages 19 - 40)

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

9. **Corporate Driving at Work Policy & Procedure** (Pages 41 - 54)

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

10. **Vaccination Policy** (Pages 55 - 82)

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

11. **Occupational Health Service Annual Report** (Pages 83 - 94)

A report by the Head of Occupational Health & Safety Business Services is attached.

12. **Stress/Depression, Mental Health & Fatigue Related Sickness Absence**
(Pages 95 - 98)

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

13. **Quarterly Workforce Measures - Delivering the Business Plan - Quarter ended 31 March 2012** (Pages 99 - 104)

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

14. **Date of Next Meeting**

To note that the next meeting is scheduled to be held on Wednesday 4 July 2012, starting at 10.30am, to be held in the Council's Offices at Monkton Park,

Chippenham.

15. **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