

AGENDA

Meeting: STAFFING POLICY COMMITTEE
Place: The Pratchett Room - County Hall, Trowbridge BA14 8JN
Date: Wednesday 9 January 2013
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.

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Membership:

Cllr Allison Bucknell (Chair)	Cllr Francis Morland
Cllr Rod Eaton	Cllr John Noeken
Cllr Mike Hewitt (Vice-Chair)	Cllr Jane Scott OBE
Cllr Jon Hubbard	Cllr John Smale
Cllr David Jenkins	

Substitutes:

Cllr Rosemary Brown	Cllr Bill Moss
Cllr Chris Caswill	Cllr Christopher Newbury
Cllr Ernie Clark	Cllr Mark Packard
Cllr Mary Douglas	Cllr Jonathon Seed
Cllr George Jeans	

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 November 2012.

3 **Declarations of Interest**

To receive any declarations of non-pecuniary or pecuniary 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 2 January 2013**. 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 **Learning and Development Policy & Procedure** *(Pages 5 - 30)*

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

7 **Transfer of Undertakings & Protection (TUPE) Guidance for Managers**
(Pages 31 - 54)

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

8 **Pensions Auto-Enrolment Update** *(Pages 55 - 58)*

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

9 **Pay Policy Statement Update** *(Pages 59 - 72)*

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

10 **Date of Next Meeting**

To note that the next scheduled meeting of this Committee is due to be held on Wednesday 6 March 2013 in the Pratchett Room, New County Hall, Trowbridge, 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