

## AGENDA

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**Meeting:** STAFFING POLICY COMMITTEE  
**Place:** The Pratchett Room - County Hall, Trowbridge BA14 8JN  
**Date:** Wednesday 22 May 2013  
**Time:** 11.00 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 Mike Hewitt  
Cllr Jon Hubbard  
Cllr David Jenkins  
Cllr Gordon King

Cllr David Pollitt  
Cllr Jane Scott OBE  
Cllr John Smale  
Cllr Stuart Wheeler

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### Substitutes:

Cllr Desna Allen  
Cllr Rosemary Brown  
Cllr Peter Evans  
Cllr Peter Hutton

Cllr Mark Packard  
Cllr Ian Thorn  
Cllr Anthony Trotman

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## **PART I**

### **Items to be considered while the meeting is open to the public**

#### 1 **Membership of the Committee**

To report that at its Annual Meeting on 14 May 2013, the Council

- (1) appointed the following councillors to serve on this Committee for the ensuing year

**Conservative** (5)

Cllr A Bucknell  
Cllr M Hewitt  
Cllr J Scott  
Cllr J Smale  
Cllr S Wheeler

**Lib. Dem.** (3)

Cllr J Hubbard  
Cllr J Jenkins  
Cllr G King

**UKIP** (1)

Cllr D Pollitt

**Substitutes**

Cllr P Hutton  
Cllr P Evans  
Cllr A Trotman

Cllr D Allen  
Cllr R Brown  
Cllr M Packard  
Cllr I Thorn

- (2) and named Cllr Allison Bucknell as Chairman and Cllr John Smale as Vice-Chairman of the Committee.

#### 2 **Apologies for absence**

#### 3 **Minutes of Previous Meeting** *(Pages 1 - 4)*

To confirm the minutes of the meeting held on 9 January 2013. (Copy attached)

#### 4 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

#### 5 **Chairman's Announcements**

#### 6 **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 15 May 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.

## 7 **Appointment of Sub-Committees**

The Committee is asked to:

- (i) agree the size, and
- (ii) appoint the members and substitute members (up to three for each Party Political Group) to each of the following Sub-Committees:
  - (a) Senior Officers' Employment Sub-Committee – previous members being Cllr Mike Hewitt, Cllr Jon Hubbard & Cllr John Noeken.  
(Substitute Members: Cllr Rod Eaton, Cllr David Jenkins, Cllr Bill Moss, & Cllr Jane Scott.)
  - (b) Appeals Sub-Committee – previous members being Cllr Rod Eaton, Cllr David Jenkins & Cllr John Noeken.  
(Substitute Members: Cllr Allison Bucknell, Cllr Mike Hewitt, Cllr John Hubbard & Cllr John Smale.)
  - (c) Grievance Appeals Sub-Committee – previous members being Cllr Allison Bucknell, Cllr Mike Hewitt & Cllr Francis Morland.  
(Substitute Members: Cllr Ernie Clarke, Cllr Rod Eaton, Cllr George Jeans, Cllr Bill Moss, Cllr Christopher Newbury & Cllr Jonathon Seed.

Under Paragraph 2.4.1 of Part 3 of the Council's Constitution, it is a requirement that at least one member of the Senior Officers' Employment Sub-Committee should be a member of the Cabinet when it discharges its function to dismiss

and take disciplinary action against certain categories of officer in accordance with the officer employment procedure rules. Accordingly, it is recommended that a second Cabinet member be appointed to this Sub-Committee either as a member or as a substitute member.

8 **Senior Officers' Employment Sub-Committee** *(Pages 5 - 8)*

To receive the minutes of the meeting held on 18 December 2012. (Copy attached)

9 **Delivering the Business Plan - December 2012** *(Pages 9 - 14)*

To receive a workforce report for Wiltshire Council relating to the quarter ending 31 December 2012. (Copy attached)

10 **Delivering the Business Plan - March 2013** *(Pages 15 - 20)*

To receive a workforce report for Wiltshire Council relating to the quarter ending 31 March 2013. (Copy attached)

11 **Wiltshire Council Staff Survey 2012** *(Pages 21 - 32)*

A report showing overall results for staff is attached.

12 **Date of Next Meeting**

To note that the next scheduled meeting is due to be held on Wednesday 10 July 2013 in the Pratchett Room at New County Hall, Trowbridge, starting at 10.30am.

13 **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