

## STAFFING POLICY COMMITTEE

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### DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 2 MARCH 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Cllr Allison Bucknell (Chair), Cllr John Smale (Vice Chairman), Cllr David Pollitt, Cllr David Jenkins, Cllr Mike Hewitt, Cllr Stuart Wheeler, Cllr Bill Moss (Substitute), Cllr Bob Jones MBE and Cllr Graham Wright

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#### 13 Apologies for absence

An apology for absence was received from Cllr Baroness Scott of Bybrook OBE, who was substituted by Cllr Bill Moss.

#### 14 Minutes of Previous Meeting

##### **Resolved:**

**To confirm and sign the minutes of the previous meeting held on 6 January 2016 as a true record.**

#### 15 Declarations of Interest

There were no declarations of interest.

#### 16 Chairman's Announcements

The Chairman made the following announcements:-

- **Departmental Reorganisation** The Human Resources (HR) and Organisation Development (OD) services had merged reducing two heads of service to one. A process to re-structure the new combined service was now planned and further information would be provided to Staffing Policy Committee once the restructure is complete.

Joanne Pitt was congratulated on her appointment as Head of the new HR & OD Unit.

- **Budget Savings** Ongoing negotiations were taking place with the trade unions on ways of achieving necessary savings to help balance the budget for the next financial year. It was hoped that agreement would be reached by the end of March 2016.

## 17 Public Participation

There were no members of the public present or councillors' questions.

## 18 Update on the Grow Learning Management System

The Committee received a presentation by Daniel Holmes, Strategic Project Officer in which he provided an update on the grow learning management system.

He explained that the purpose of grow was

- To carry out reviews – appraisals and 1-1's
- Objective setting
- Learning and development
- Social groups
- Career development

Members were informed that

- The grow system was launched May 2015
- Manager training sessions had taken place across hubs and depots, with 173 attendees to date
- Informal training sessions and drop-in's were offered
- A full suite of online guidance was available
- Corporate priority based on staff survey 2014
- 51% completed or in progress as at 16 Feb 2016
- Cycle runs until end of March 2016
- Support offered to services with lower completion rates
- Feedback sought and form reviewed for 2016/17 cycle which will launch April 2016
- Optional for services to set objectives in grow in 2015/16
- Corporate objectives were cascaded from the senior team to all managers and staff
- Good take-up rate across services - 3217 additional objectives set.
- 2016/17 focus will be on linking all staff objectives to business plan through grow
- Optional for services to set objectives in grow in 2015/16
- Corporate objectives were cascaded from the senior team to all managers and staff

- Good take-up rate across services - 3217 additional objectives set.
- 2016/17 focus will be on linking all staff objectives to business plan through grow
- Probationary reviews all conducted within grow – 90 complete and 21 in progress.
- 1-1 templates created, including bespoke templates for teams with particular requirements.
- ASYE (Assisted & Supported Year in Employment) programme for assessors and candidates delivered through grow.
- Learning history transferred from SAP.
- All internal course booking now completed within grow.
- Refreshed blended induction pushed out to new staff automatically.
- Will support external Learning in Wiltshire programme.
- 29 social learning groups created
- Social groups linked to courses to support blended learning approach
- Will enable knowledge sharing and collaboration within teams and specialisms

**Resolved:**

**(1) To thank Daniel Holmes for his interesting and informative presentation.**

**(2) To request a further update in due course.**

**19 Delivering the Business Plan - December 2015**

The Committee received a workforce report, excluding fire, police and school staff, for the quarter ended 31 December 2015, concerning:-

Staffing levels

Sickness absence

New health and safety RIDDOR related injuries

New disciplinary, grievance and absence cases

Voluntary staff turnover

Employee costs

Additional financial information

Employee diversity

It was noted that the headcount across Wiltshire Council had seen a decrease of 206 (4%) over the past rolling year with the greatest reduction being in Adult Care Commissioning and Housing Service (-18), followed by Commissioning Performance and Schools Effectiveness (-16).

Sickness rates had increased this quarter to 2.4 days lost per FTE, an increase of 0.5. This was 0.1 days per FTE below the benchmark for a local authority and was a seasonal increase in sickness absence.

**Resolved:**

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

20 **Date of Next Meeting**

**Resolved:**

**To note that the next scheduled meeting of the Committee was due to be held on Wednesday 4 May 2016, in the Kennet Room at County Hall, Trowbridge, starting at 10.30am.**

21 **Urgent Items**

There were no items of urgent business.

22 **Exclusion of the Press and 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. 23 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 1 of Part 1 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.**

23 **Local Government Pension Scheme (LGPS) Employer Discretions - Payment of Deferred Benefits**

Consideration was given to a confidential report from the Associate Director, People & Business in which the Committee was asked to consider a request from a former employee for early release of deferred pension benefits held in the Local Government Pension Scheme on compassionate grounds.

After discussion,

**Resolved:**

**To agree to the early release of the former employee's deferred pension benefits, as set out in the report, on compassionate grounds.**

(Duration of meeting: 10.30 - 11.30 am)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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