

Staffing Policy Committee

MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 29 SEPTEMBER 2022 AT WEST WILTSHIRE ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Stuart Wheeler (Chairman), Cllr Helen Belcher, Cllr Allison Bucknell, Cllr Carole King, Cllr Jacqui Lay, Cllr Ashley O'Neill and Cllr Tamara Reay (Substitute)

Also Present:

Tamsin Kielb – Assistant Director, HR & OD
Gemma Morrison – Strategic and Delivery Manager, HR & OD
Helen Strong – Associate Business Partner, HR & OD
Kevin Fielding – Democratic Services Officer

54 **Apologies for absence**

Apologies were received from Cllr Richard Clewer, Cllr Antonio Piazza, Cllr Ricky Rogers and Mike Osment – Unison.

Cllr Tamara Reay sub for Cllr Richard Clewer.

55 **Minutes of Previous Meeting**

The minutes of the meeting held on Wednesday 11 May 2022 were confirmed as the correct record.

Cllr Carole King advised that she was still waiting for the breakdown of figures of which directorates currently had vacancies – it was agreed that this information would be brought back to Staffing Policy Committee.

56 **Declarations of Interest**

There were no declarations of interest.

57 **Chairman's Announcements**

There were no Chairman's Announcements.

58 **Public Participation**

There was no public participation.

59 **Key updates (Verbal)**

Gemma Morrison – Strategic and Delivery Manager, HR&OD & Tamsin Kielb - Assistant Director, HR & OD gave brief verbal updates re Recruitment vacancies & Key Strategic Priorities – Cost of living Crisis, Recruitment & Retention and Budget restraints

Points made included:

- That there continued to be key recruitment pressures re Adult and Children's services.
- That there continued to be difficulties filling vacancies for social workers and occupational therapists – Wiltshire Council were trying hard to fill these rolls.
- That Wiltshire Council were looking at career step policies and apprenticeships where appropriate.
- That there were some 385 posts vacant across Wiltshire Council.
- That Wiltshire Council were promoting its own "Grow your Own" model.

Points made by the committee included:

- That there were concerns re the amount of agency recruitment – *Wiltshire Council were actively trying to address this.*
- That were concerns why people were leaving employment with Wiltshire Council.
- That it would be interesting to know what the national figures were like for all councils.
- That Wiltshire Council should be looking to make Planning Officer roles more appealing – *That Wiltshire Council promoted a good working from home policy and had built a good reputation of training and empowerment of its employees.*
- That were the figures for agency spend for next year – *Figures were not available at the present time.*

Tamsin Kielb - Assistant Director, HR & OD advised the committee that it was proposed that future Wiltshire Council policy documents and reports were now signed off at Assistant Director level for approval.

Decision

- **That the Staffing Policy Committee noted the general policy amendment that Wiltshire Council policy documents and reports would now be signed off at Assistant Director level for approval.**

The Chairman thanked Gemma Morrison and Tamsin Kielb for their updates.

60 **Changes to Terms and Conditions**

Tamsin Kielb - Assistant Director, HR & OD presented an update to the Staffing Policy Committee on the Terms and Conditions negotiations relating to Unsocial Hours and Standby and Callout and to outline the proposed pay protection arrangement to support implementation of the changes to the unsocial hours policy for agreement by the Committee.

Points made included:

That the council needed to have clear policies which were standardised, fit for purpose, financially viable and support delivery of the council's business plan whilst ensuring staff were fairly and appropriately rewarded.

Three pay policies – overtime, unsocial hours and standby and callout – were identified as being significantly out of line with this requirement and needed to be updated.

Decision

- **That the Staffing Policy Committee approved for the council to confirm the offer of an exceptional unsocial hours pay protection arrangement, should the unions agree to the policy changes outlined in this report.**

That the Staffing Policy Committee noted the draft policies attached at Appendix A and Appendix B, together with the minor change outlined to the overtime policy.

That the Staffing Policy Committee delegated authority to the Chair of the Committee and the Assistant Director HR&OD to approve changes to these policies, should they be agreed through the Trade Union ballot currently in progress.

The Chairman thanked Tamsin Kielb for her update.

61 **CCTV and Vehicle tracking Policy**

Gemma Morrison – Strategic and Delivery Manager, HR&OD outlined the changes to the current CCTV and Vehicle Tracking policy which covered the purpose and use of Vehicle Telematics and Handheld Devices, which replaced the vehicle tracking section of the current policy.

The current CCTV and Vehicle Tracking Policy had been agreed in 2015.

A written report was included in the agenda pack.

Points made by the committee included:

- That clear signage should be displayed in all vehicles which were fitted with the new Telematics.
- That Wiltshire Council needed to be clear what it as an employer defined as poor driving.

Decision

- **That the Staffing Policy Committee noted the update provided covering the implementation of the Vehicle Telematics and Handheld Devices Guidance for Staff.**

The Chairman thanked Gemma Morrison for her update.

62 **Future Meeting Dates**

- Wednesday 9 November 2022 – 10:30am, Kennet Room, County Hall

63 **Urgent Items**

There were no urgent items of business.

64 **Close**

(Duration of meeting: (2.00 pm - 2.50 pm)

The Officer who has produced these minutes is Kevin Fielding of Democratic Services, direct line 01249 706612, e-mail kevin.fielding@wiltshire.gov.uk

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