

STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 22 FEBRUARY 2012 AT ORKNEY ROOM, 2ND FLOOR, COUNTY HALL EAST WING, TROWBRIDGE.

Present:

Cllr Allison Bucknell (Chairman), Cllr Rod Eaton, Cllr Francis Morland, Cllr Bill Moss (Substitute), Cllr John Noeken, Cllr Mark Packard, Cllr Jane Scott OBE and Cllr John Smale.

13. **Apologies for absence**

An apology for absence was received from Cllr Mike Hewitt, (who was substituted by Cllr Bill Moss) and Cllr Jon Hubbard.

14. **Minutes of Previous Meeting**

Resolved:

To confirm and sign the minutes of the Committee meeting held on 11 January 2012.

15. **Declarations of Interest**

There were no declarations of interest.

16. **Chairman's Announcements**

There were no Chairman's announcements.

17. **Public Participation**

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

18. Pay Policy Statement

The Committee received a report by the Service Director HR & OD which had been prepared for consideration by Council on 28 February 2012. This Committee was being asked to consider it and make any representations to Council. Members noted that the salary threshold figure referred to in the executive summary report was incorrect; the figure should read £58,200 (and not £52,800 as printed).

It was noted that under chapter 8 of the Localism Act 2011 every local authority needed to prepare a pay policy statement for the financial year 2012/13 and each subsequent financial year.

Resolved:

To recommend to Council, in order to comply with the Council's responsibility, to approve:-

(1) The pay policy statement, as set out in appendix 1 to the report, subject to the following amendments:-

(a) To include an explanation of Soulbury staff (as referred to in para 4) in the Definitions section towards the end of the draft Pay Policy Statement.

(b) Para 33 to read as follows:-

It is the council's policy that Hay graded employees are subject to a performance appraisal each year. If the performance is measured as satisfactory, an increment may be awarded (subject to *point 30.* above). If the performance does not meet the required standard an increment may be withheld.

(c) Para 34 to read as follows:-

For GLPC graded employees, increments are awarded automatically to the maximum of the grade (subject to *point 31.* above) unless formal proceedings are taking place under the Improving Work Performance Policy.

(d) Para 35 to read as follows:-

The Council does not offer a bonus *or honorarium scheme to any employee.*

(e) Para 45 to read as follows:-

All employees with a contract of employment of 3 months or more are entitled to join the *Local Government Pension Scheme*.

- (2) Publication of senior staff salaries with a threshold of £58,200, along with job descriptions, budget responsibilities and numbers of staff, it being noted that individual members of staff would be asked to consent for their names to be included.**

19. **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 9.30 - 9.50 am)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line 01225 713035, e-mail roger.bishton@wiltshire.gov.uk

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