

STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 7 MAY 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

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

24 Apologies for absence

An apology for absence was received from Cllr Jane Scott OBE who was substituted by Cllr Bill Moss.

25 Minutes of Previous Meeting

Resolved:

To confirm and sign as a correct record the minutes of the Committee meeting held on 5 March 2014.

26 Declarations of Interest

There were no declarations of interest.

27 Chairman's Announcements

The Chairman made the following announcements:-

- Public Sector People Management Association (PPMA) Rising Stars Adam Feather, Workforce Analyst, HR Information Team was a finalist in this year's national competition sponsored by PPMA and Manpower Group. Future HR leaders from local authorities across the country had recently come together for an intense two-day programme of personal coaching, media skills workshops and networking at Warwick University. All 14 high level participants presented their big ideas on this year's chosen topic – Workforce Agility – to a panel of PPMA board members.

The four highest scoring delegates including Adam had now been invited to present at the PPMA annual seminar in May in Leeds. Members of the Committee joined the Chairman in extending their very best wishes to Adam.

- PPMA Excellence in HR Awards - Excellence in change management
The HR/OD Wiltshire Council team was a finalist in another important national award, the category being *Excellence in change management*. The Committee extended its best wishes to the team.

28 **Public Participation**

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

29 **Temporary Closure of Leisure Facilities**

Consideration was given to a report by the Associate Director, People & Business Services which presented a temporary policy on handling employee issues due to the closure of leisure facilities because of campus projects, redevelopment, rebuilds or maintenance work.

With the development of campus projects it would be necessary to close affected leisure facilities temporarily whilst these projects were underway. The length of time each facility would be closed would be different depending on the nature and scale of each project.

The policy detailed that the priority would be to continue to employ employees during the closure period by looking at a number of alternatives. Where this was not possible it was proposed in the policy to continue to pay these employees for a set period of time in order to retain their services.

It was pointed out that this policy would be used initially as a pilot in respect of staff employed at Corsham swimming pool after which it could be modified if necessary before being applied to staff affected by other projects.

Resolved:

To approve the policy on the Temporary Closure of Leisure Facilities.

30 **Delivering the Business Plan January to March 2014**

The Committee received a quarterly workforce report, excluding fire, police and schools staff, for the quarter ended 31 March 2014 concerning:-

Staffing Levels

Sickness Absence

New Health and Safety RIDDOR related injuries

New Disciplinary and Grievance Cases

Voluntary Staff Turnover
Employee Costs
Additional Financial Information
Employee Diversity

During discussion the following points were highlighted:-

- During the quarter Children & Families had recruited 18 social workers which was excellent given the general shortage of candidates.
- Sickness rates had decreased by 0.2 FTE days to 1.9 days per FTE. Overall for the 2013/14 financial year, the sickness rate was 8.3 FTE days; this was 1.6 FTE days below the benchmark local authority median and 0.4 days per FTE less than the previous financial year.
- The voluntary turnover rate had increased to 2.2% this quarter. The overall voluntary turnover rate for 2013/14 financial year was 8.5%, this being approximately 1.5% above the benchmark figure. It was considered that this trend was partly due to the increasing opportunities becoming available in the private sector and a perceived increase in job security there. Members requested that a schedule of vacant posts be sent to them.

Resolved:

- (1) To note the contents of the report.
- (2) To request that some additional training on workforce statistics be provided for members of the Committee immediately before the next scheduled meeting.

31 **Date of Next Meeting**

Resolved:

To note that the next meeting of the Committee was due to be held on Wednesday 9 July 2014 in the Kennet Room at County Hall, Trowbridge, starting at 10.30am.

32 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 - 11.10 am)

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