

STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 8 JULY 2015 AT 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 and Cllr Bill Moss (Substitute)

31 Apologies for absence

Apologies for absence were received from Cllr Jane Scott OBE (who was substituted by Cllr Bill Moss), Cllr Stuart Wheeler, Cllr Bob Jones MBE and Cllr Graham Wright.

32 Minutes of Previous Meeting

Resolved:

To confirm and sign the minutes of the previous meeting held on 6 May 2015, subject to the inclusion of apologies received from Cllr David Jenkins.

33 Declarations of Interest

There were no declarations of interest made at the meeting.

34 Chairman's Announcements

The Chairman made the following announcements:

HR Excellence Awards

The HR team had been recognised at the annual HR Excellence Awards in London in the category for Best HR Team in the public and not for profit sector, with a highly commended award. This award recognised public sector HR teams for their work within the function and their business partnering with other functions. The Council's entry for this award included specific projects and how

the team had collaborated to support the Council in delivering its objectives and priorities.

After being encouraged to enter this award the team were very pleased and proud to have been recognised in these prestigious awards.

Achieving Excellence 2015

The Council was introducing a new way to recognise excellent work by employees across the Authority. This should help to increase the staff engagement index which was currently measuring at 56% (staff survey 2015).

The new staff recognition scheme was called Achieving Excellence 2015, and this was replacing the previous scheme called corporate awards. This new scheme would take place quarterly and all those nominated for an award would be invited to attend an awards ceremony.

Employees could be nominated for these awards by anyone within the organisation. Nominees could be from any department and work at any level, from a volunteer to a manager, and could be part time or full time. They could be an individual, an entire team, they could be community or customer focused, but they must have gone above and beyond what was expected of them to achieve excellence.

Nominations were currently open for the first awards and would close on 31 August 2015, with the inaugural ceremony taking place in September.

35 **Public Participation**

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

36 **GROW - Learning and Performance Management System**

A demonstration of GROW, a new learning and performance management system was provided at the meeting.

It was reported that the principal aims of this new system would be as follows:-

- Provide a simple, effective appraisal solution that managers could use for all staff
- Integrated system – to link development and performance
- Support new ways of learning – social, web based, e-learning etc.
- Support regular performance discussions (1:1's) year round
- Link individual, team and business objectives

Members welcomed and supported this new management performance system and

Resolved:

- (1) To circulate the presentation to members of the Committee and their deputies for information.**
- (2) To request an update report in 12 months' time in order to see how the new GROW system is working.**

37 CCTV and Vehicle Monitoring Policy

Consideration was given to a report by the Associate Director, People & Business which presented the CCTV and Vehicle Monitoring Policy. This policy had been produced in line with best practice, to meet Information Commissioners Office guidelines.

Resolved:

To approve the CCTV and Vehicle Monitoring Policy.

38 Delivering the Business Plan - March 2015

The Committee received a quarterly workforce report, excluding fire, police and school staff, for the quarter ending March 2015, 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, members were pleased to note that:-

- The jobs market had improved and more apprenticeships were being offered.
- Steps were continuing to replace agency staff with permanent staff.
- The campaign to recruit more social workers, particularly in children's services, was proving successful with about 120 new social workers being appointed, leaving just 28 vacancies in children's services.

Resolved:

- (1) To note the contents of the report.**
- (2) In view of the difficulties in putting back meetings of this Committee by one month due to potential clashes with meetings of other**

committees, to agree that these workforce reports be circulated to members of the Committee and their deputies for information as soon as they are available and in advance of them being considered by the Committee.

39 Date of Next Meeting

Resolved:

To note that the next meeting of this Committee was due to be held on Wednesday 9 September 2015 at County Hall, Trowbridge, starting at 10.30am.

40 Urgent Items

There were no items of urgent business.

(Duration of meeting: 10.30 - 11.30 am)

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