

**STAFFING POLICY COMMITTEE**  
**8<sup>th</sup> JULY 2009**

---

**IMPLEMENTATION OF WILTSHIRE COUNCIL STATUTORY POLICIES**

**Purpose of Report**

1. To inform Staffing Policy Committee of the introduction of five new Wiltshire Council policies and procedures, introduced 1<sup>st</sup> April 2009.
2. These policies and procedures are: -
  - i. Disciplinary Policy & Procedure (Appendix 1)
  - ii. Capability Procedure (Appendix 2)
  - iii. Grievance Policy & Procedure (Appendix 3)
  - iv. Absence Management Policy & Procedure (Appendix 4)
  - v. Some Other Substantial Reason Termination Procedure (Appendix 5)

**Background**

3. In preparation for the new Wiltshire Council a number of statutory policies and procedures had to be developed and agreed via the Joint Consultative Committee process to be in place on 1<sup>st</sup> April 2009.
4. This process was completed prior to vesting day. The policies and procedures have been communicated to staff and are now active in the new Council.
5. Under normal circumstances these policies and procedures would have been approved by Staffing Policy Committee prior to implementation. However as these policies and procedures are specific to the new Council approval is sought from the new Council albeit retrospectively.

**Main Considerations for the Council**

6. These policies and procedures are statutory and had to be in place on vesting day. Consultation has already taken place and the policies and procedures referred to in paragraph 1 have been agreed by the Joint Consultative Committee.

**Environmental Impact of the Proposal**

7. None.

### **Risk Assessment**

8. None.

### **Financial Implications**

9. None

### **Proposal**

10. For Staffing Policy Committee to approve retrospectively, the five new statutory policies and procedures for Wiltshire Council.

**Barry Pirie**  
**Service Director, HR & OD**

---

Report Author: Joanne Pitt, HR & OD

**The following unpublished documents have been relied on in the preparation of this Report:**      None.