

STAFFING POLICY COMMITTEE

MINUTES of a MEETING of the STAFFING POLICY COMMITTEE held at COUNTY HALL, TROWBRIDGE on WEDNESDAY 9 SEPTEMBER 2009.

PRESENT:

Mrs A Bucknell (Chairman), Mr M Hewitt, Mr D Jenkins, Mr WR Moss, Mr M Packard and Mr J Smale.

8. **Apologies** Apologies for absence were received from Mr R Eaton and Mr J Seed.

9. **Minutes of Previous Meeting**

Resolved: To confirm and sign the minutes of the Committee meeting held on 8 July 2009.

10. **Chairman's Announcement** The Chairman announced that the post of Chief Executive had now been advertised. Shortlisting would take place on 20 October and interviews would be held on 3 and 4 November 2009.
11. **Annual Equality & Diversity Report 2008/09** Consideration was given to a report by the Service Director HR & OD which set out workforce and recruitment information for the year relating to 2008/09 and also identified the actions that had been taken to meet the statutory requirements and employment commitments under the Race, Disability and Gender Equality Schemes.

During discussion the following points were raised:-

- Further information was requested about leavers and, in particular, the reasons why employees left the Council.
- It was recognised that there was a lack of young people who stood for election to the Council. It was appreciated that some potential candidates might experience problems in obtaining permission from their employers for time off to undertake the duties but it was recognised that there may be other more experienced and well known candidates.

- Members of the Committee considered that the Council's Dignity at Work Policy should be regularly monitored to facilitate maximum harmonious working amongst staff. It was suggested that the use of the Staff Forum to assist with this would be beneficial.
- Staff should always be encouraged to give details of any disabilities in order to reflect a more accurate record.

Resolved:

- (a) **To note the contents of the report.**
- (b) **To request the following additional information in the next scheduled report:-**
 - (i) **more detailed information regarding leavers, including reasons for leaving the Council.**
 - (ii) **any initial results following monitoring of the Council's Dignity at Work Policy.**

12. **National Pay Negotiations** The Committee received a report by the Service Director HR & OD which set out the latest position about negotiations taking place at national level on the 2009/2010 pay claim.

Resolved: To note the contents of the report and that a further report would be presented to the Committee as negotiations progressed.

13. **Corporate Swine Flu Human Resources Policy** On considering a report by the Service Director HR & OD,

Resolved: To approve the new Corporate Swine Flu Human Resources Policy and Procedure and to note that although there was currently no identified budget, funds would have to be made available if required.

14. **People Strategy** The Committee received a report by the Service Director HR & OD which presented the People Strategy for the period 2008 to 2012. It was noted that this Strategy outlined five strategic priorities as follows:-

- **Organisational Development:** The purpose of which is to effectively build the workforce support for new structures and new ways of working to deliver customer-focused and efficient services, in partnership. This also includes staff engagement and culture change.
- **Leadership Development:** Building visionary and ambitious leadership which makes the best use of both political and managerial role, operating in a partnership context.
- **Recruitment and Retention:** Taking action to address key future occupational skills shortages; promote jobs and careers; identify, develop and motivate talent and address diversity issues.
- **Skill and Competency Development.** Developing employee skills and knowledge, in an innovative, high performance, multi-agency context.

- **Pay and Rewards.** Modernising pay systems to reflect new structures, new priorities and new ways of working and to reinforce high performance, including encouraging a total rewards approach.

It was noted that a further report would be presented to the next meeting which would include an updated action plan together with a set of priorities for consideration.

Resolved: To note the People Strategy for 2008 to 2012.

15. **Application of Appointments Procedure following Local Government Reorganisation** Consideration was given to a report by the Service Director HR & OD which set out details of the redeployment process which had been in operation since 1 April 2009 which sought to find suitable alternative employment for those staff:-

- (i) Whose jobs have disappeared, for example by reason of “compression” (i.e. five into one) or restructuring of services; and
- (ii) Who, in consequence, are at risk of having their employment terminated on the grounds of redundancy.

Resolved: To note the contents of the report.

16. **Grievance Appeals Sub-Committee**

Resolved: To receive the minutes of the Grievance Appeals Sub-Committee meeting held on 24 July 2009.

17. **Date of Next Meeting**

Resolved: To note that the next meeting of the Committee would be held on Wednesday 11 November 2009, starting at 10.30am.

(Duration of meeting: 10.30am – 12.10pm)

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