

## STAFFING POLICY COMMITTEE

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### **DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 2 NOVEMBER 2016 AT THE 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, Cllr Stuart Wheeler and Cllr Desna Allen (Substitute)

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#### **69 Membership**

The Committee was informed that at its meeting on Tuesday 18 October 2016, Council appointed:

- (1) Cllr Glenis Ansell as a member of this Committee in the place vacated by Cllr Graham Wright, and
- (2) Cllr Richard Britton as a substitute Member in place of Cllr Bill Moss.

Members of the Committee expressed their thanks and appreciation for the contributions Cllrs Wright and Moss had made to the work of this Committee.

On behalf of the meeting, the Chairman welcomed Cllr Glenis Ansell as a member of this Committee and hoped that she would enjoy the work involved.

#### **70 Apologies for absence**

Apologies for absence were received from Cllr Baroness Scott of Bybrook OBE and Cllr Bob Jones MBE, who was substituted by Cllr Desna Allen.

#### **71 Minutes of Previous Meetings**

##### **Resolved:**

**To confirm and sign as a correct record the minutes of the previous meeting held on 7 September 2016.**

Arising therefrom:

The Head of HR & OD gave a verbal update on the recruitment of planning officers. She reported that the service was in the process of being restructured and currently there were five planning officer vacancies. Posts had been re-evaluated and it was hoped that the revised salary grades would attract candidates. The vacant posts were being advertised nationally including social media. The Head of HR & OD stated that she would keep the Committee updated on progress in filling these vacant posts.

72 **Declarations of Interest**

There were no declarations of interest made at the meeting.

73 **Chairman's Announcements**

The Chairman introduced and welcome Tamsin Kielb, HR Business Partner who was attending a meeting of this Committee for the first time.

74 **Public Participation**

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

75 **Carers Charter and New Carers Guidance and Checklist**

Consideration was given to a report by the Associate Director, People & Business which informed the Committee about the proposal to achieve accreditation of the current complimentary membership of the organisation Carer Support Wiltshire which involved signing up to their 'Working for Carers' charter.

It was noted that Carer Support Wiltshire was a local charity which supported carers in Wiltshire. It helped carers to access support, services, education and training, and also provide breaks from their caring role. The charity also provided a voice for carers and worked with health and social care professionals and employers to develop best practice. The Council had been approached by Carer Support Wiltshire in order to provide support for the Council's employees who were carers.

The report also set out the new carers' guidance and checklist for employees.

After some discussion,

**Resolved:**

**To authorise the Chairman to sign the 'Working for Carers' charter and to note the new carers' guidance and checklist.**

76 **Local Government Pension Scheme Employer Discretions Policy**

The Committee considered a report by the Associate Director, People & Business which presented an updated employer discretions policy for the Local Government Pensions Scheme following a proposed change that the Head of HR & OD in conjunction with the appropriate associate director considers when receiving requests for flexible retirement. This new procedure would shorten the timeframe required for a request for flexible retirement to be considered and a final decision provided to the employee.

**Resolved:**

**To approve the changes to the Wiltshire Council Employer Discretions Policy as set out in the report.**

77 **Transgender Guidance - Transitioning at Work**

The Committee received a report by the Associate Director, People & Business about the proposed new transgender guidance – transitioning at work. This guidance set out the Council's commitment to transgender employees and brought together information and guidance for managers and staff on practical issues which might arise and, in particular, guidance on the transitioning process and the support available in the workplace for transgender colleagues.

After some discussion,

**Resolved:**

**To note the new transgender guidance – transitioning at work and to request that this be brought to the attention of other Members of the Council.**

78 **Revised Smoking Policy and Procedure and a New Vaping Policy and Procedure**

The Committee considered a report by the Associate Director, People & Business which set out a revised smoking policy and procedure and also a new vaping policy and procedure.

It was noted that the current smoking policy and procedure was implemented in 2011 as a result of harmonising the former County Council and district councils' policies following the last local government re-organisation which brought together all five councils into one unitary authority.

The current smoking policy and procedure included the use of e-cigarettes and vaping.

It was pointed out that recent public health guidance stated that organisations should have separate smoking and vaping policies. It also stated that e-cigarette users (vapers) should not be forced to use the same designated area to vape as smokers as it was recognised that e-cigarettes were a method to stop or reduce smoking.

The main changes to the smoking policy and procedure were as follows:

- Removal of the inclusion of the use of e-cigarettes within the policy.
- Updated 'stop smoking' information following changes to this service.

It was proposed that the new vaping policy and procedure, created to sit alongside the revised smoking policy and procedure would contain the following main points:

- Vapers are not permitted to vape in Wiltshire Council buildings.
- Vapers are permitted to vape on Wiltshire Council grounds away from view of the public and away from windows and entrances to buildings.
- Vapers will not be required to use the designated smoking areas (where available) to vape.
- Arrangements to vape (including vaping breaks) are in line with the smoking policy and procedure.

After some discussion,

**Resolved:**

**To approve the revised smoking policy and procedure and the new vaping policy and procedure.**

79 **Date of Next Meeting**

**Resolved:**

**To note that the next meeting of this Committee is scheduled to be held on Wednesday 4 January 2017 at County Hall, Trowbridge, starting at 10.30am.**

80 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 - 11.05 am)

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