

AGENDA

Meeting: STAFFING POLICY COMMITTEE
Place: The Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Wednesday 5 July 2017
Time: 11.00 am

Please direct any enquiries on this Agenda to Roger Bishton, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713035 or email roger.bishton@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

There will be a training session starting at 10.00am in the Kennet Room on the following areas:-

- **HR&OD delivery model and People Strategy**
 - **Policy development and the role of Staffing Policy Committee**
 - **Resourcing and social media**
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Membership:

Cllr Allison Bucknell
Cllr Tony Jackson
Cllr Richard Clewer
Cllr David Jenkins
Cllr Andy Phillips

Cllr Ricky Rogers
Cllr Baroness Scott of Bybrook OBE
Cllr Hayley Spencer
Cllr Tony Trotman

Substitutes:

Cllr Fleur de Rhé-Philippe
Cllr Peter Evans
Cllr David Halik
Cllr Mike Hewitt
Cllr Jon Hubbard

Cllr Bob Jones MBE
Cllr Gordon King
Cllr Ian Thorn
Cllr Ian McLennan

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If you have any queries please contact Democratic Services using the contact details above.

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PART I

Items to be considered while the meeting is open to the public

1 **Apologies for absence**

2 **Minutes of Previous Meeting** *(Pages 7 - 12)*

To confirm the minutes of the meeting held on 1 March 2017. (Copy attached)

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on **Wednesday 28 June 2017** in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on **Friday 30 June 2017**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Appointment of Sub-Committees**

The Committee is asked to:

- (i) agree the size, and
- (ii) appoint the members and substitute members (up to four for each Party Political Group) to each of the following Sub-Committees:
 - (a) **Senior Officers' Employment Sub-Committee** – previous members being Cllr Allison Bucknell, Cllr Bob Jones MBE & Cllr Stuart Wheeler. (Substitute Members: Cllr Desna Allen, Cllr Fleur de Rhe-Philippe, Cllr Mike Hewitt, Cllr David Jenkins, Cllr John Smale, Cllr Tony Trotman.)
 - (b) **Appeals Sub-Committee** – previous members being Cllr Allison Bucknell, Cllr David Jenkins & Cllr Stuart Wheeler. (Substitute Members: Cllr Fleur de Rhe-Philippe, Cllr Mike Hewitt, Cllr John Hubbard, Cllr Gordon King, Cllr Bill Moss, Cllr Mark Packard & Cllr Ian Thorn.)
 - (c) **Grievance Appeals Sub-Committee** – previous members being Cllr Allison Bucknell, Cllr Mike Hewitt & Cllr Gordon King. (Substitute Members: Cllr Peter Evans, Cllr Jon Hubbard, Cllr David Jenkins, Cllr Bill Moss, Cllr Mark Packard, Cllr Ian Thorn & Cllr Tony Trotman.)

Under Paragraph 2.4.1 of Part 3 of the Council's Constitution, it is a requirement that at least one member of the Senior Officers' Employment Sub-Committee should be a member of the Cabinet when it discharges its function to dismiss and take disciplinary action against certain categories of officer in accordance with the officer employment procedure rules. Accordingly, it is recommended that a second Cabinet member be appointed to this Sub-Committee either as a member or as a substitute member.

7 **Professional Qualification Learning Loans Policy and Procedure** (Pages 13 - 26)

A report by the Associate Director, People & Business is attached.

8 **Quarterly Workforce Report: January - March 2017** (Pages 27 - 34)

A report by the Associate Director, People & Business is attached.

9 **Date of Next Meeting**

To note that the next scheduled meeting of the Committee is due to be held on

Wednesday 6 September 2017 at County Hall, Trowbridge, starting at 10.30am.

10 **Urgent Items**

Any other items of business which, in the opinion of the Chairman, should be considered as a matter of urgency. Urgent items of a confidential nature may be considered under Part II of this agenda.

PART II

Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

None