

AGENDA

Meeting: Staffing Policy Committee

Place: West Wilts Committee Room - County Hall, Trowbridge BA14 8JN

Date: Wednesday 8 May 2019

Time: 10.30 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

Membership:

Cllr Allison Bucknell (Chairman)
Cllr Tony Jackson (Vice-Chairman)
Cllr Richard Clewer
Cllr Mike Hewitt
Cllr Hayley Illman

Cllr David Jenkins
Cllr Ricky Rogers
Cllr Baroness Scott of Bybrook OBE
Cllr John Smale

Substitutes:

Cllr Fleur de Rhé-Philippe
Cllr Peter Evans
Cllr David Halik
Cllr Jon Hubbard
Cllr Bob Jones MBE

Cllr Gordon King
Cllr Ian Thorn
Cllr Ian McLennan
Cllr Tony Trotman

Recording and Broadcasting Information

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

Parking

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

AGENDA

PART I

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

1 **Apologies for absence**

2 **Minutes of Previous Meeting** (*Pages 5 - 8*)

To confirm the minutes of the meeting held on 6 March 2019. (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 1 May 2019** 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 3 May 2019**. 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 **Senior Officers Employment Sub-Committee** *(Pages 9 - 12)*

To receive and note the minutes of the Senior Officers Employment Sub-Committee held on 27 March and 9 April 2019. (Copies attached)

7 **ASYE - Assessed and Supported Year of Employment policy and procedure** *(Pages 13 - 36)*

A report by the Director, Human Resources & Organisational Development is attached.

8 **Quarterly Workforce Report: January to March 2019** *(Pages 37 - 40)*

A report by the Director, Human Resources & Organisational Development is attached.

9 **Staff Survey 2018** *(Pages 41 - 64)*

A report by the Director, Human Resources & Organisational Development is attached.

10 **Date of Next Meeting**

To note that the next meeting of this Committee is due to be held on Wednesday 10 July 2019, starting at 10.30am at County Hall, Trowbridge.

11 **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