

AGENDA

Meeting: Staffing Policy Committee

Place: Council Chamber, County Hall, Trowbridge

Date: Thursday 17 June 2021

Time: 11.30 am

Please direct any enquiries on this Agenda to Kevin Fielding, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01249 706612 or email kevin.fielding@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 Stuart Wheeler (Chairman)
Cllr Helen Belcher
Cllr Allison Bucknell
Cllr Richard Clewer
Cllr Simon Jacobs
Cllr Carole King
Cllr Jacqui Lay
Cllr Antonio Piazza
Cllr Ricky Rogers

Substitutes:

Cllr Liz Alstrom
Cllr Caroline Corbin
Cllr Mel Jacob
Cllr Bob Jones MBE
Cllr Kathryn MacDermid
Cllr Ashley O'Neill
Cllr Mary Webb

Covid-19 safety precautions for public attendees

To ensure COVID-19 public health guidance is adhered to, a capacity limit for public attendance at this meeting will be in place. **Please contact the officer named on this agenda no later than 5pm on Wednesday 16 June if you wish to attend this meeting.**

To ensure safety at the meeting, all present at the meeting are expected to adhere to the following public health arrangements to ensure the safety of themselves and others:

- Do not attend if presenting symptoms of, or have recently tested positive for, COVID-19
 - Wear a facemask at all times (unless due to medical exemption)
 - Maintain social distancing
 - Follow one-way systems, signage and instruction

Where it is not possible for you to attend due to reaching the safe capacity limit at the venue, alternative arrangements will be made, which may include your question/statement being submitted in writing.

Recording and Broadcasting Information

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By submitting a statement or question for an online meeting you are consenting that you will be recorded presenting this, or this may be presented by an officer during the meeting, and will be available on the public record. The meeting may also be recorded by the press or members of the public.

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#).

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 Meetings** (*Pages 7 - 20*)

To confirm the minutes of the Staffing Policy Committee meeting held on Thursday 11 March 2021 and the Senior Officers Employment Sub-Committee held on Friday 26 June 2020

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 contact the officer named on this agenda no later than 5pm on Wednesday 16 June if you wish to attend this 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 **Thursday 10 June 2021** 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 **Monday 14 June 2021**. 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:

Senior Officers Employment Sub Committee – previous members being Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Hayley Illman
Substitutes: Tony Jackson, Mike Hewitt, Richard Clewer, John Smale, Carole King, Jo Trigg, Bob Jones, Ian Thorn.

Appeals Sub-Committee – previous members being Cllr Stuart Wheeler, Cllr Richard Clewer, Cllr Hayley Illman
Substitutes: Tony Jackson, Mike Hewitt, Philip Whitehead, John Smale, Carole King, Jo Trigg, Bob Jones, Ian Thorn.

Grievance Appeals Sub- Committee – previous members being Cllr Stuart Wheeler, Cllr Tony Jackson, Cllr Hayley Illman
Substitutes: Mike Hewitt, Richard Clewer, Philip Whitehead, John Smale, Carole King, Jo Trigg, Bob Jones, Ian Thorn.

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 **Quarterly Report - Jan-Mar 21** *(Pages 21 - 26)*

Michael Taylor

8 **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 (*Pages 27 - 36*)

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