

Staffing Policy Committee

MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 17 JUNE 2021 AT COUNCIL CHAMBER, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Helen Belcher, Cllr Simon Jacobs, Cllr Carole King, Cllr Ricky Rogers and Cllr Stuart Wheeler (Chairman)

Also Present:

Jo Pitt - Director – HR & OD, Paula Marsh - HR & OD Strategic Delivery Manager, Michael Taylor – Workforce Insight Analyst and Kevin Fielding - Democratic Services Officer

1 **Apologies for absence**

Apologies for absence were received from Cllr Allison Bucknell, Cllr Richard Clewer, Cllr Jacqui Lay and Mike Osment – Unison Representative.

2 **Minutes of Previous Meetings**

Decision

- **That 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 were confirmed as the correct record**

3 **Declarations of Interest**

There were no declarations of interest made at the meeting.

4 **Chairman's Announcements**

There were no Chairman's Announcements made at the meeting.

5 **Public Participation**

No statements or questions were received.

6 **Appointment of Sub-Committees**

The following Sub-Committees were agreed for 2021-2022:

Senior Officers Employment Sub Committee

Cllr Stuart Wheeler, Cllr Richard Clewer, Cllr Helen Belcher

Substitutes: Cllr Allison Bucknell, Cllr Simon Jacobs, Cllr Carole King, Cllr Jacqui Lay, Cllr Antonio Piazza, Cllr Ricky Rogers

Appeals Sub-Committee

Cllr Stuart Wheeler, Cllr Richard Clewer, Cllr Carole King

Substitutes: Cllr Allison Bucknell, Cllr Helen Belcher, Cllr Simon Jacobs, Cllr Jacqui Lay, Cllr Antonio Piazza, Cllr Ricky Rogers

Grievance Appeals Sub- Committee

Cllr Stuart Wheeler, Cllr Allison Bucknell, Cllr Carole King

Substitutes: Cllr Helen Belcher, Cllr Richard Clewer, Cllr Simon Jacobs, Cllr Jacqui Lay, Cllr Antonio Piazza, Cllr Ricky Rogers

7 **Quarterly Report - Jan-Mar 21**

Michael Taylor – Workforce Insight Analyst outlined the written report (October-December 2020) contained in the agenda pack

Points made included:

Whilst COVID-19 cases peaked in January 2021 following the temporary relaxation of national restrictions around Christmas, the imposition of a third national lockdown saw cases reduce steadily throughout the January – March quarter. February saw the Prime Minister set out his intended roadmap out of lockdown, with the 21st June earmarked as the earliest date when all restrictions on social contact could be lifted. Whilst an end was in sight, the COVID-19 situation had continued to impact the council's workforce and the way in which it delivered services throughout this quarter.

The council had continued to monitor the effect of COVID-19 on team capacity, and during this quarter around 3.5% of the workforce were impacted to the point that they were unable to perform the duties of their role, i.e. they were either unwell with the virus, or were self-isolating and unable to work. This figure had risen from 2.4% in quarter 3 in line with the national trend.

The council introduced recruitment controls in July 2020 in support of our intention to emerge from the pandemic leaner and stronger, and to create and encourage an internal flow of staff. As a result, both permanent and casual

employee salary costs had continued to reduce in this quarter. Agency costs had seen a slight increase from last quarter, predominantly in the Digital & Information and Finance & Procurement directorates, due to the need for specialist workers in these areas that could not be resourced through internal recruitment. Agency costs had also increased in the Adult Care Operations and Learning Disabilities & Mental Health directorates, areas that had been and remain critical to resource, particularly during this difficult and unprecedented time. It should be noted that, in spite of the slight increase, the figure of £736k remains significantly lower than the £1.5m agency costs of quarter 1, April – June 2020.

Decision

- **The Staffing Policy Committee noted the report**

The Chairman thanked Michael Taylor for his report

8 Urgent Items

There was one urgent item, it was agreed by the Staffing Policy Committee that this item would be taken as a part II paper.

(Duration of meeting: 11.30 - 11.55 am)

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