

# AGENDA

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**Meeting:** Staffing Policy Committee

**Place:** Kennet Room - County Hall, Trowbridge BA14 8JN

**Date:** Thursday 12 September 2024

**Time:** 2.30 pm

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Please direct any enquiries on this Agenda to Ellen Ghey - Democratic Services Officer of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718259 or email [ellen.ghey@wiltshire.gov.uk](mailto:ellen.ghey@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](http://www.wiltshire.gov.uk)

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## **Membership**

Cllr Stuart Wheeler (Chairman)  
Cllr Allison Bucknell (Vice-Chairman)  
Cllr Helen Belcher OBE  
Cllr Richard Britton  
Cllr Richard Clewer

Cllr Carole King  
Cllr Jacqui Lay  
Cllr Ashley O'Neill  
Cllr Ricky Rogers

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## **Substitutes**

Cllr Liz Alstrom  
Cllr Caroline Corbin  
Cllr Mel Jacob  
Cllr Simon Jacobs

Cllr Kathryn Macdermid  
Cllr Nabil Najjar  
Cllr Tom Rounds

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## **Recording and Broadcasting Information**

Wiltshire Council may record this meeting for live and/or subsequent broadcast. 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 submitting a statement or question for a meeting you are consenting that you may be recorded presenting this and that in any case your name will be made available on the public record. The meeting may also be recorded by the press or members of the public.

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## **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](#).

Our privacy policy is found [here](#).

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**

To receive any apologies for absence or substitutions for the meeting.

2 **Minutes of Previous Meeting** (*Pages 5 - 10*)

To approve and sign as a true and correct record the minutes of the previous meeting held on 7 March 2024.

3 **Declarations of Interest**

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

4 **Chairman's Announcements**

To receive any announcements through the Chair.

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 **Thursday 5 September 2024** 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 9 September 2024**. 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 **Apprenticeship Update** (*Pages 11 - 18*)

To receive an update on the Council's Apprenticeship Programme, including a progress report on the recruitment of apprentices, how we are using it to target early careers, and the use of our apprenticeship levy.

7 **Potential Strike Action**

To receive a verbal update on potential strike action.

8 **Update on Review of Terms and Conditions**

To receive a verbal update on the review of terms and conditions.

9 **Refer a Friend Policy** (*Pages 19 - 32*)

To receive an update on the introduction of a policy for the 'Refer a Friend' scheme.

10 **Appointment of Members to Sub-Committees** (*Pages 33 - 36*)

To appoint the Membership of the following Sub-Committees:

- Senior Officer Employment Sub-Committee
- Staffing Appeals Sub-Committee
- Grievance Appeals Sub-Committee

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**