

# AGENDA

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**Meeting:** Staffing Policy Committee

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

**Date:** Wednesday 29 January 2025

**Time:** 1.30 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**

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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. For meetings at County Hall there will be two-hour parking. 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. For Monkton Park, please contact reception upon arrival.

## **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 - 12*)

To confirm the minutes of the meeting held on 27 November 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 **Wednesday 22 January 2025** 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 24 January 2025**. 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 **Health and Safety Policy** *(Pages 13 - 38)*

To receive an update on the review of the Corporate Health and Safety Policy and to consult with the Committee on the proposed revised policy.

7 **Pay Policy Statement 2025/26** *(Pages 39 - 56)*

To receive an updated Pay Policy Statement for the financial year 2025/26 for approval prior to agreement by Council and publication on the website.

8 **Career Grade Policy** *(Pages 57 - 66)*

To receive a new Career Grade Policy and Procedure to enable managers to implement career grade structures within their teams.

9 **Dignity at Work Policy Updates** *(Pages 67 - 82)*

To receive an update on revisions to the Dignity at Work Policy in response to the changes implemented by the Worker Protection (Amendment of Equality Act 2010) Act 2023.

10 **Staff Car Parking Update** *(Pages 83 - 86)*

To receive a further update about staff car parking in Trowbridge in light of the proposal to build the new Trowbridge Leisure Centre on the County Hall East Wing site.

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**