

## AGENDA

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**Meeting:** STAFFING POLICY COMMITTEE  
**Place:** Committee Room III - County Hall, Trowbridge  
**Date:** Wednesday 9 March 2011  
**Time:** 10.30 am

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Please direct any enquiries on this Agenda to Roger Bishton, of Democratic and Members' Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713035 or email [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225) 713114/713115.

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### Membership:

Cllr Allison Bucknell  
Cllr Rod Eaton  
Cllr Mike Hewitt  
Cllr David Jenkins  
Cllr Francis Morland

Cllr John Noeken  
Cllr Mark Packard  
Cllr Jane Scott OBE  
Cllr John Smale

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### Substitutes:

Cllr Ernie Clark  
Cllr Peter Colmer  
Cllr Mary Douglas  
Cllr George Jeans

Cllr Howard Marshall  
Cllr Bill Moss  
Cllr Christopher Newbury  
Cllr Jonathon Seed

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## **PART I**

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

1. **Apologies for absence**

2. **Minutes of Previous Meeting** *(Pages 1 - 4)*

To confirm the minutes of the meeting held on 9 February 2011. (Copy attached)

3. **Declarations of Interest**

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

4. **Chairman's Announcements**

5. **Public Participation and Councillors' Questions**

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 above 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 above (acting on behalf of the Director of Resources) no later than 5pm on (4 clear working days, e.g. Wednesday of week before for a Wednesday meeting). Please contact the officer named on the first page 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. **Trade Union Recognition and Facilities Agreement** (Pages 5 - 30)

A report by the Service Director HR & OD is attached.

7. **Maternity Support and Paternity Leave Policy & Procedure** (Pages 31 - 42)

A report by the Service Director HR & OD is attached.

8. **Equality and Diversity Policy & Procedure** (Pages 43 - 62)

A report by the Service Director HR & OD is attached.

9. **Default Retirement Age (DRA)** (Pages 63 - 72)

A report by the Service Director HR & OD is attached.

10. **Quarterly Workforce Reports - December 2010** (Pages 73 - 76)

A report by the Service Director HR & OD is attached.

11. **Date of Next Meeting**

To note that the next meeting is scheduled to be held on Wednesday 18 May 2011, starting at 10.30am.

12. **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