

AGENDA

Meeting: STAFFING POLICY COMMITTEE
Place: Orkney Room, 2nd Floor, County Hall East Wing, Trowbridge
Date: Wednesday 18 May 2011
Time: 10.30 am

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

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 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

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 - 6)*

To confirm the minutes of the meeting held on 5 April 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 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 the agenda (acting on behalf of the Director of Resources) no later than 5pm on **Wednesday 11 May 2011**. 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 three for each Party Political Group) to each of the following Sub-Committees:
 - (a) Senior Officers Employment Sub-Committee – previous members being Cllr Mike Hewitt, Cllr David Jenkins & Cllr Jane Scott.
(Substitute Members: Cllr Rod Eaton, Cllr Bill Moss, Cllr Mark Packard & Cllr John Smale.)
 - (b) Appeals Sub-Committee – previous members being Cllr Rod Eaton, Cllr John Noeken & Cllr Mark Packard.
(Substitute Members: Cllr Allison Bucknell, Cllr Mike Hewitt, Cllr David Jenkins & Cllr John Smale.)
 - (c) Grievance Appeals Sub-Committee – previous members being Cllr Allison Bucknell, Cllr Mike Hewitt & Cllr Mark Packard.
(Substitute Members: Cllr Rod Eaton, Cllr David Jenkins, Cllr Bill Moss & Cllr Jonathon Seed.)

7. **Flexible Working, Flexitime and Job Share Policies** *(Pages 7 - 42)*

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

8. **Honoraria Policy** *(Pages 43 - 50)*

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

9. **Acting Up Policy** *(Pages 51 - 60)*

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

10. **Disability Support in the Workplace Policy and Procedure** *(Pages 61 - 86)*

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

11. **Smoking Policy** *(Pages 87 - 90)*

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

12. **Date of Next Meeting**

To note that the next meeting is scheduled to be held on Wednesday 20 July 2011, starting at 10.30am.

13. **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