

AGENDA

Meeting: STAFFING POLICY COMMITTEE
Place: Council Chamber, Council Offices, Monkton Park, Chippenham
Date: Wednesday 4 July 2012
Time: 10.30 am

Please direct any enquiries on this Agenda to Roger Bishton, of Democratic 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 Jon Hubbard
Cllr David Jenkins

Cllr Francis Morland
Cllr John Noeken
Cllr Jane Scott OBE
Cllr John Smale

Substitutes:

Cllr Rosemary Brown
Cllr Chris Caswill
Cllr Ernie Clark
Cllr Mary Douglas
Cllr George Jeans

Cllr Bill Moss
Cllr Christopher Newbury
Cllr Mark Packard
Cllr Jonathon Seed

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PART I

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

1 **Membership**

To note the membership of the Committee as appointed by Council at its annual meeting on 15 May 2012, as set out at the front of the agenda.

2 **Apologies for absence**

3 **Minutes of Previous Meeting** *(Pages 1 - 6)*

To confirm the minutes of the meeting held on 9 May 2012. (Copy attached)

4 **Declarations of Interest**

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

5 **Chairman's Announcements**

6 **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 the agenda no later than 5pm on **Wednesday 27 June 2012**. 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.

7 **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 Jon Hubbard & Cllr John Noeken.
(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 John Hubbard & Cllr John Smale.)
 - (c) Grievance Appeals Sub-Committee – previous members being Cllr Allison Bucknell, Cllr Mike Hewitt & Cllr Francis Morland.
(Substitute Members: Cllr Ernie Clarke, Cllr Rod Eaton, Cllr George Jeans, Cllr Bill Moss, Cllr Christopher Newbury & Cllr Jonathon Seed.)

Under Paragraph 2.4.1 of Part 3 of the Council's Constitution, it is a requirement that at least one member of the Senior Officers' Employment Sub-Committee should be a member of the Cabinet when it discharges its function to dismiss and take disciplinary action against certain categories of officer in accordance with the officer employment procedure rules. Accordingly, it is recommended that a second Cabinet member be appointed to this Sub-Committee either as a member or as a substitute member.

8 **Personal Use of Social Media Policy** *(Pages 7 - 22)*

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

9 **Green Car Salary Sacrifice Scheme** *(Pages 23 - 30)*

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

10 **Date of Next Meeting**

To note that the next meeting is scheduled to be held on Wednesday 5 September 2012, starting at 10.30am.

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