

AGENDA

Meeting: STAFFING POLICY COMMITTEE
Place: Orkney Room, 2nd Floor, County Hall East Wing, Trowbridge
Date: Wednesday 11 January 2012
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 Jon Hubbard
Cllr Francis Morland

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

Substitutes:

Cllr Rosemary Brown
Cllr Chris Caswill
Cllr Ernie Clark
Cllr Mary Douglas
Cllr Malcolm Hewson

Cllr George Jeans
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 23 November 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**

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 4 January 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.

6. **Some Other Substantial Reason Dismissal Policy and Procedure** (Pages 7 - 16)

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

7. **Personal Relationships at Work and Related Matters Policy and Procedure** (Pages 17 - 32)

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

8. **The Behaviours Framework: Embedding the Framework in Current HR Policies** (Pages 33 - 44)

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

9. **Acceptable Usage Policy for Email, Internet and Computer Use** (Pages 45 - 52)

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

10. **Senior Officers Employment Sub-Committee** (Pages 53 - 56)

The minutes of the Senior Officers Employment Sub-Committee held on 25 November 2011 are attached for information only.

11. **Date of Next Meeting**

To note that the next meeting is scheduled to be held on Wednesday 7 March 2012.

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

