

## STAFFING POLICY COMMITTEE

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### DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 6 SEPTEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

#### **Present:**

Cllr Allison Bucknell (Chairman), Cllr Tony Jackson (Vice-Chairman), Cllr Richard Clewer, Cllr Mike Hewitt, Cllr John Smale, Cllr Hayley Spencer, Cllr Jon Hubbard (Substitute) and Cllr Tony Trotman (Substitute)

#### **Also Present:**

Cllr David Halik

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#### 35 **Apologies for absence**

Apologies for absence were received from:-

Cllr David Jenkins who was substituted by Cllr Jon Hubbard

Cllr Ricky Rogers

Cllr Baroness Scott of Bybrook OBE, who was substituted by Cllr Tony Trotman

#### 36 **Minutes of Previous Meeting**

##### **Resolved:**

**To confirm and sign as a correct record the minutes of the previous meeting held on 10 May 2018.**

#### 37 **Declarations of Interest**

There were no declarations of interest made at the meeting.

#### 38 **Chairman's Announcements**

There were no Chairman's announcements.

#### 39 **Public Participation**

There were no members of the public present or councillors' questions.

40 **Appointment of Sub-Committees**

**Resolved:**

To appoint members to serve on the sub-committees of this Committee for the ensuing year as set out below:-

**(a) Senior Officers Employment Sub-Committee**

Cllr Allison Bucknell, Cllr Richard Clewer & Cllr Hayley Spencer.  
(Substitute Members: Cllr Jon Hubbard, Cllr David Jenkins, Cllr Bob Jones MBE, Cllr Fleur de Rhe-Philipe, Cllr Baroness Scott of Bybrook OBE, Cllr John Smale, Cllr Ian Thorn & Cllr Tony Trotman.)

**(b) Appeals Sub-Committee**

Cllr Allison Bucknell, Cllr Richard Clewer & Cllr David Jenkins.  
(Substitute Members: Cllr Mike Hewitt, Cllr Jon Hubbard, Cllr Gordon King, Cllr Fleur de Rhe-Philipe, Cllr Baroness Scott of Bybrook OBE, Cllr Hayley Spencer, Cllr Ian Thorn & Cllr Tony Trotman.)

**(c) Grievance Appeals Sub-Committee**

Cllr Allison Bucknell, Cllr Tony Jackson & Cllr Hayley Spencer.  
(Substitute Members: Cllr Peter Evans, Cllr David Halik, Cllr Jon Hubbard, Cllr David Jenkins, Cllr Gordon King, Cllr John Smale, Cllr Ian Thorn & Cllr Tony Trotman.)

41 **Quarterly Workforce Report: April to June 2018**

The Committee received a workforce report, excluding fire, police and school staff, for the quarter ended 30 June 2018.

It was noted that the overall sickness absence rate had decreased this quarter to 2.1 days per whole time equivalent (WTE) officer, this being reflected by a drop in short term sickness, as would be expected in this quarter due to an end to the cold/flu season.

The overall number of days lost to sickness in this quarter had reduced by 7% compared to the same quarter in 2017. However, an additional 11 people (a total of 109) were absent on long-term sickness (more than 20 days) in the quarter, increasing the number of days lost by 372 days (+12.8%).

Members noted that stress/depression/mental health/fatigue continued to be the most prevalent reason for sickness absence, with more than 1 in 3 days being lost to a stress related absence during this quarter. This was up 3% from the previous quarter. Discussions with the services and with occupational health professionals would be taking place to determine the likely causes. However, it was pointed out that these increases might be partly attributable to raised reporting of stress following efforts to improve the awareness of mental health.

A trend appeared whereby the older bandings of staff (from 45 to 64) had the most stress related absences, the absence type reported more prevalently being female staff. The analysis indicated that the majority of stress cases were identified as “non-work related”. Consideration was being given as to whether the opportunity existed to identify some of these external factors.

Members were informed that managers played a key role in managing sickness and it was important that they fully understood the implications.

During further discussion, Members expressed an interest in receiving further information on absences as a result of injuries. Officers agreed to circulate this information to Members of the Committee.

**Resolved:**

**To note the Quarterly Workforce Report.**

42 **Date of Next Meeting**

**Resolved:**

**To note that the next scheduled meeting of the Committee was due to be held on Wednesday 7 November 2018 at County Hall, Trowbridge, starting at 2.00pm but that this might need to be changed due the availability of officers.**

43 **Urgent Items**

There were no items of urgent business.

44 **Exclusion of the Public**

**Resolved:**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute Nos. 45 and 46 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

45 **Local Government Pension Scheme (LGPS) Employer Discretions - Payment of Deferred Benefits**

On considering a confidential report by the Director, Human Resources & Organisational Development,

**Resolved:**

**To approve the request from a member of staff to allow the rule of 85 to be applied on his retirement on 1 October 2018 taking into account that there would be no financial cost to Wiltshire Council.**

46 **Local Government Pension Scheme (LGPS) Employer Discretions**

On considering a confidential report by the Director, Human Resources & organisational Development,

**Resolved:**

**To not approve the request from a former member of staff for the release of deferred benefits on compassionate grounds with effect from 1 August 2018 for the following reasons:-**

- (1) The Committee did not regard the grounds as being compassionate.**
- (2) The cost to the Council of agreeing to this request which would be disproportionate to the pension.**

(Duration of meeting: 10.30 - 11.30 am)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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