

STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 9 MARCH 2011 AT COMMITTEE ROOM III - COUNTY HALL, TROWBRIDGE.

Present:

Cllr Allison Bucknell (Chairman), Cllr Rod Eaton, Cllr Mike Hewitt, Cllr David Jenkins, Cllr Francis Morland, Cllr Bill Moss (Reserve), Cllr John Noeken, Cllr Mark Packard and Cllr Jane Scott OBE

16. Apologies for absence

An apology for absence was received from Cllr John Smale, who was substituted by Cllr Bill Moss.

17. Minutes of Previous Meeting

Resolved:

To confirm and sign the minutes of the Committee meeting held on 9 February 2011 as a correct record.

18. Declarations of Interest

There were no declarations of interest.

19. Chairman's Announcements

There were no Chairman's announcements.

20. Public Participation and Councillors' Questions

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

21. **Trade Union Recognition and Facilities Agreement**

Consideration was given to a report by the Service Director HR & OD which provided an update on time off for trade union activities being recorded within Wiltshire Council.

It was noted that whilst recording levels had improved since the system had been introduced in January 2010, there was still a significant shortfall for the period 1 July to 31 October 2010, which suggested that the time allowed had not been fully recorded. Total recorded trade union activity for this three month period equated to 494 hours per month and there remained a shortfall of 98 hours per month unaccounted.

The UNISON Branch Secretary confirmed that the recording levels were not complete despite reminders being sent to Branch officers and stewards and confirmed that the allocation of up to 80 days per month were being fully utilised. Indeed a number of UNISON Branch officials were devoting a fair amount of their own time to trade union activities.

After further discussion during which Members recognised the Council's good working relationship with the trade unions and the valuable work undertaken by them,

Resolved:

To agree that efforts should be made to improve the time recording system so that it could be reviewed more accurately together with the revised Trade Union Recognition and Facilities Agreement in July 2011.

22. **Maternity Support and Paternity Leave Policy & Procedure**

On considering a report by the Service Director HR & OD,

Resolved:

To approve the maternity support and paternity leave policy and procedure.

23. **Equality and Diversity Policy & Procedure**

On considering a report by the Service Director HR & OD,

Resolved:

To approve the revised equality and diversity policy and procedure.

24. **Default Retirement Age (DRA)**

On considering a report by the Service Director, HR & OD,

Resolved:

- (1) To approve the abolition of a Default Retirement Age, to be reviewed in 12 months' time when further clarification and case law might be available.
- (2) To request the officers to investigate the feasibility of a fitness to work procedure for retirement cases.

25. **Quarterly Workforce Reports - December 2010**

The Committee received quarterly workforce reports excluding schools for the quarter ended 31 December 2010 concerning:-

Headcount and Full Time Equivalent
Age Profile
Employee Diversity
Sickness Absence
Health and Safety
Voluntary Staff Turnover
Disciplinary and Grievance Cases

Members of the Committee questioned the reasoning for setting the benchmark at the upper or lower quartiles in some instances.

Resolved:

- (1) To note the contents of the report.
- (2) To request a short report on the rationale for benchmarking arrangements.

26. **Date of Next Meeting**

Resolved:

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

27. **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 11.45 am)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line 01225 713035, e-mail roger.bishton@wiltshire.gov.uk

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