

STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 21 SEPTEMBER 2011 AT ORKNEY ROOM, 2ND FLOOR, COUNTY HALL EAST WING, TROWBRIDGE.

Present:

Cllr Allison Bucknell (Chairman), Cllr Rod Eaton, Cllr Malcolm Hewson (Substitute), Cllr Francis Morland, Cllr Bill Moss (Substitute), Cllr John Noeken, Cllr Mark Packard and Cllr John Smale

68. **Apologies for absence**

Apologies for absence were received from Cllr Mike Hewitt, Cllr Jon Hubbard (who was substituted by Cllr Malcolm Hewson) and Cllr Jane Scott (who was substituted by Cllr Bill Moss).

69. **Minutes of Previous Meeting**

Resolved:

To confirm and sign the minutes of the Committee meeting held on 20 July 2011.

70. **Declarations of Interest**

There were no declarations of interest.

71. **Chairman's Announcements**

The Chairman announced that a number of Trade Unions were looking to stage a joint day of strike action, possibly on 30 November, 2011, followed by targeted action into next year, against the Government's proposals about Pensions. Public sector unions to have so far declared their intention to ballot their members included Unison, GMB and Unite.

Committee members would be kept informed of developments but in the meantime would be sent copies of the recently updated Industrial Action Procedure and a briefing note on potential industrial action.

72. **Public Participation**

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

73. **Appointment of Sub-Committees**

On receiving nominations from the Liberal Democrat and Independent Groups and also on hearing from the Conservative Group,

Resolved:

(1) To appoint members to serve on the sub-committees of this Committee in respect of the outstanding vacancies for the ensuing year as set out below:-

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

Cllr Jon Hubbard

(Substitute Member: Cllr Mark Packard)

(b) **Appeals Sub-Committee**

Cllr Mark Packard

(Substitute Member: Cllr Jon Hubbard)

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

Cllr Francis Morland

(Substitute Members: Cllr Ernie Clarke, Cllr George Jeans and Cllr Christopher Newbury)

(2) To appoint Cllr John Noeken as a member of the Senior Officers Employment Sub-Committee in place of Cllr Jane Scott for the ensuing year.

74. **III Health Retirement Procedure**

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

Resolved:

To approve the amended III Health Retirement Procedure for early release of pension benefits.

75. **Religion and Belief in the Workplace Policy and Procedure**

Consideration was given to a report by the Service Director HR & OD which presented a new religion and belief in the workplace policy and procedure which amalgamated existing religious beliefs and practices information and was in line with the Equality Act 2010.

After some discussion,

Resolved:

To approve the Religion and Belief in the Workplace Policy and Procedure, subject to:-

- (1) The inclusion of a statement that relevant consideration would be given to health & safety duty of care in paragraphs 55 & 56 of the document.**
- (2) Reference to Health & Safety legislation being included in the summary of relevant legislation at the end of the document.**

76. **Time Off for Elections Policy and Procedure**

Consideration was given to a report by the Service Director HR & OD which sought approval to a revised Time Off for Elections Policy and Procedure which would apply to all Wiltshire Council employees.

Resolved:

To approve the revised Time Off for Elections Policy and Procedure.

77. **Annual Leave & Bank Holiday Entitlement Policy and Procedure**

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

Resolved:

To approve the revised Annual Leave & Bank Holiday Policy and Procedure.

78. **Apprenticeship Programme Policy**

Consideration was given to a report by the Service Director HR & OD which introduced a new Apprenticeship Programme Policy which had been produced to support the development of an apprenticeship programme within the Council.

During discussion Members warmly welcomed this initiative and suggested that such a policy be used as an additional aid and incentive to the recruitment of young people.

Resolved:

To approve the Apprenticeship Programme Policy, subject to the removal of the highlighted section “Why use an Apprentice?” at para.6 of the policy.

79. **Leaver Procedure**

The Committee considered a report by the Service Director HR & OD setting out the current process for managing leavers. It was noted that the report had been prepared in response to a request made by the Staffing Policy Committee at its meeting on 20 July 2011 for additional information about the leaver process.

Resolved:

To note the current leaver process and guidance.

80. **Quarterly Workforce Measures - Delivering the Business Plan**

The Committee received quarterly workforce reports excluding schools for the quarter ended 30 June 2011 concerning:-

Staffing Levels
Workforce Information
Sickness Absence
Health and Safety
Voluntary Staff Turnover
Disciplinary and Grievance Cases

The report also set out information relating to Workforce Costs and Benchmark Data.

Resolved:

To note the contents of the report and to express the Committee’s thanks to Paul Rouemaine, HR Information Manager, on his production of a clear and concise report.

81. **Leisure Services Staff Use of Leisure Facilities**

On considering a joint report by the Service Director HR & OD and the Head of Leisure, Department of Neighbourhood & Planning,

Resolved:

To agree to the introduction of a single harmonised scheme for Leisure Services staff directly responsible for the management or operation of one of the Council owned and managed leisure facilities, which should be introduced immediately as part of the Leisure Services restructure.

82. **Date of Next Meeting**

Resolved:

To note that the next meeting was due to be held on Wednesday 23 November 2011, starting at 10.30am.

83. **Urgent Items**

There were no items of urgent business.

84. **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 No. 85 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.

85. **Local Government Pension Scheme (LGPS) - Employer Discretions
Payment of Deferred Payments**

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

Resolved:

To approve the release of a member of staff's deferred LGPS pension benefits, with actuarial reduction, as set out in the report.

(Duration of meeting: 10.30 am - 12.00 pm)

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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