

## STAFFING POLICY COMMITTEE

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### DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 11 JANUARY 2012 AT ORKNEY ROOM, 2ND FLOOR, COUNTY HALL EAST WING, TROWBRIDGE.

#### Present:

Cllr Allison Bucknell (Chairman), Cllr Rod Eaton, Cllr Mike Hewitt (Vice Chairman), Cllr Jon Hubbard, Cllr Francis Morland, Cllr Bill Moss (Substitute), Cllr John Noeken, Cllr Mark Packard and Cllr Jane Scott OBE

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#### 1. Apologies for absence

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

#### 2. Minutes of Previous Meeting

##### Resolved:

**To confirm and sign the minutes of the Committee meeting held on 23 November 2011.**

##### Arising therefrom

The Committee was informed that, although it had been requested (Minute No 95 – Annual Equality & Diversity Report 2010/11 refers) that a report be prepared for the next meeting setting out more detailed analysis about leavers under the age of 25 years, this had not been possible due to the problems being experienced in obtaining benchmarking information. However, it was noted that a report would be available for the next meeting in March.

#### 3. Declarations of Interest

Cllr Francis Morland declared a prejudicial interest in Minute No 9 - Acceptable Usage Policy for Email, Internet and Computer Use as the policy would also apply to Members. He stated that he would leave the meeting during consideration of this item.

4. **Chairman's Announcements**

**Local Government Pension Scheme & Teachers' Pension Scheme -- Proposed Industrial Action Update**

The Committee was informed that the Government had conceded some concessions to their original proposals. In particular there was to be an extension of timescales for negotiations and it was now proposed that changes to the Scheme would come into effect from April 2014 rather than April 2012. Most of the trade unions involved, including UNISON, were committed to continue negotiations but UNITE had rejected these latest proposals.

With regard to the scheme for teachers, it was noted that any changes would not come into effect until 2015.

Full details of both Schemes and progress updates were available to read on *The Wire* in addition to the provision of newsletters and presentations.

**Corporate Review of Administration and Business Support Services**

It was reported that a review of administrative and business support staff was currently underway. There was a need to achieve a saving of £36 million in the next financial year and from some initial work, it had been estimated that around 600 jobs might fall within the scope of this review with an estimated number of jobs which could be removed as a result of the corporate review being somewhere between 50 and 60. Such a saving was estimated to release £1 million. It was also envisaged that this reduction would at least in part be achieved by the deletion of vacancies.

This review would also determine the level of administrative and business support that would be required across the organisation and work was being undertaken to develop a generic job description for support staff.

5. **Public Participation**

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

6. **Some Other Substantial Reason Dismissal Policy and Procedure**

Consideration was given to a report by the Service Director HR &OD which presented a revised Some Other Substantial Reason Dismissal Policy & Procedure.

After discussion,

**Resolved:**

To approve the revised Some Other Substantial Reason Dismissal Policy & Procedure, subject to the following amendment:-

Para 19 to read as follows:-

**“If you are dismissed, you will be entitled to a notice period in accordance with the terms and conditions of your employment. You *may or* may not be required to work some or all of your notice period. This will be determined on a case by case basis and agreed with your manager and HR.”**

7. **Personal Relationships at Work and Related Matters Policy and Procedure**

The Committee considered a report by the Service Director HR & OD which updated the existing Relatives/Relationships in Work Policy in line with the Equality Act 2010.

After discussion,

**Resolved:**

**To approve the updated Personal Relationships at Work and Related Matters Policy & Procedure.**

8. **The Behaviours Framework: Embedding the Framework in Current HR Policies**

Consideration was given to a report by the Service Director HR & OD which sought approval to a new Behaviours Framework Policy & Procedure.

After discussion,

**Resolved:**

**(1) To approve the new Behaviours Framework Policy & Procedure.**

**(2) To agree that Human Resources implements the new policy along with updates to other HR policies from the beginning of February 2012.**

9. **Acceptable Usage Policy for Email, Internet and Computer Use**

Consideration was given to a report by the Service Director, HR & OD which presented changes to the existing email, internet and computer use policy.

The Chairman explained that this Committee was being requested to consider this updated policy in respect of staff and, as it was planned that the policy

would also apply to members of the Council, it would be necessary for the Standards Committee approve the changes.

After some discussion,

**Resolved:**

- (1) To strongly endorse the changes to the Acceptable Usage Policy & Procedure for Email, Internet and Computer Use as it applies to staff, subject to the following amendment:-

Point 17 of the Policy to read “Not to allow anyone without a valid Wiltshire Council login account to use your council equipment.”

- (2) To recommend the Standards Committee to adopt the Policy & Procedure as regards Members of the Council, subject to:-

(a) Point 17 of the Policy to read “Not to allow anyone without a valid Wiltshire Council login account to use your council equipment.”

(b) Point 57 being amended so as to bring the Policy in line with the current updated Standards regime.

- (3) To urge that the Policy & Procedure be implemented as soon as possible.

- (4) To request that explanatory notes be prepared and circulated when the Policy & Procedure is implemented.

(Cllr Francis Morland, having declared a prejudicial interest, left the meeting for consideration of this item.)

10. **Senior Officers Employment Sub-Committee**

**Resolved:**

To receive and note the minutes of the Senior Officers Employment Sub-Committee dated 25 November 2011.

11. **Date of Next Meeting**

**Resolved:**

- (1) To note that the next scheduled meeting of the Committee was due to be held on Wednesday 7 March 2012.

- (2) To agree to hold an additional meeting of the Committee on Wednesday 22 February 2012, starting at 9.30am, in order to consider Pay Policy Update and to forward any views on to Council at its meeting on 28 February 2012.

12. **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 am - 12.10 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](mailto:roger.bishton@wiltshire.gov.uk)

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