

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE  
HELD ON THE 8 SEPTEMBER 2016**

\* Councillor Walden – Chairman  
\* Councillor A Bott – Vice Chairman  
\* Councillor Poulter  
0 Councillor Williams  
\* Councillor Reynolds (*ex officio*)

\* Present            # Absent & No Apology Received            0 Apology for Absence            L Late

232. MINUTES

The Minutes of the Meeting held on 2 August 2016 were signed by the Chairman as a correct record.

233. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

234. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Bott declared a non-pecuniary interest in Agenda Item 5 on the grounds that she is connected to SSALC who provide Member training.

235. STAFF ABSENCES

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted no cause for concern.

236. TRAINING POLICY REVIEW & CURRENT TRAINING COMMITMENTS

Members reviewed the extant training policy (Training Statement of Intent dated 30 April 2009) and reviewed the current staff training commitments. It was agreed to put review of the Training Statement of Intent on to the Sub Committee's work programme with a view to separating out Members' training from staff training.

237. REVIEW OF STAFF RELATED POLICIES

Members considered a framework and timetable of review of staff related policies and resolved to recommend to the Policy & Management Committee that an external review be carried out. It was resolved that, subject to the agreement of the Policy & Management Committee, HR Services Partnership Ltd be asked to draw up a specification for the review of the Council's staff related policies with a view to asking HR specialists (including HR Services Partnership Ltd) to tender for the work.

238. WORK PROGRAMME

The Sub Committee's work programme is superceded by the decision taken above at Minute 237-16.

The policies for review are listed on the work programme but no target review dates are currently given pending the deliberations of the Policy & Management Committee (copy attached to record minutes).

239. ADDITIONAL DATES FOR STAFFING SUB COMMITTEE

Members agreed additional dates for Staffing Sub Committee meetings to meet its increased workload. Additional dates were proposed for Monday, 3 October 2016 at 6pm in The Pepperpot and Thursday, 1 December 2016 at 6pm in the Council Chamber.

240. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Monday, 3 October 2016 at 6.00 pm in The Pepperpot.

241. ANNOUNCEMENTS

There were no announcements.

THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING MATTERS.

242. POLICY & MANAGEMENT COMMITTEE RESPONSE TO REPORTS BY HR SERVICES PARTNERSHIPS LTD

Members considered the Policy & Management Committee's response to Reports A & B and considered further action as recorded in a confidential minute.

7. STAFFING SUB-COMMITTEE – WORK PROGRAMME

<b>TASK</b>	<b>PROGRESS</b>	<b>TARGET COMPLETION DATE</b>	<b>ACTUAL COMPLETION DATE</b>
Review of Code of Conduct – IT Facilities	This code to be part of an external review of staffing policies		
Review Health & Safety Policy	Reviewed without amendment on 11 February 2016. Recommended to P&M for onward recommendation to Full Council.	11/02/16	31/03/16
Review Bullying & Harassment Policy	Reviewed without amendment on 11 February 2016. Recommended to P&M for onward recommendation to Full Council.	11/02/16	31/03/16
Review Appraisal Scheme			
Review Code of Conduct			
Review Disciplinary Procedures			
Review Grievance Procedures			
Review Equality & Diversity Statement			

<b>TASK</b>	<b>PROGRESS</b>	<b>TARGET COMPLETION DATE</b>	<b>ACTUAL COMPLETION DATE</b>
Review Absence Policy			
Review Training Policy			

LIST OF STAFFING & OTHER RELEVANT POLICIES

<b>Policy Document</b>	<b>Finalised By</b>	<b>Date Finalised</b>
Absence Policy	P&M	9 February 2015
Appraisal Scheme	Staffing Sub Committee	1 February 2013
Bullying & Harassment Policy	Full Council	31 March 2016
Code of Conduct	P&M	6 June 2013
Code of Conduct IT Facilities	Full Council	13 September 2001
Disciplinary Procedures	P&M	6 June 2013
Equality & Diversity Statement	Full Council	27 March 2014
Grievance Procedures	Full Council	21 March 2013
Health & Safety Policy	Full Council	31 March 2016
Training Statement of Intent	Full Council	30 April 2009