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## To all Members of the Personnel Committee

Chair: Cllr Dalton

Vice Chair: Cllr Wells

Cllrs: T Corbin, M Mewse and C McGrath.

You are required to attend a meeting of the **Personnel Committee** of Salisbury City Council to be held on **Wednesday 12 October at 6.30pm at the Guildhall.**

This Committee meeting is open to the public and press to attend and those attending the meeting shall be informed that they may be recorded.

Annie Child  
City Clerk

**6 October 2022**

cc: All other Members of the Council for information

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## Agenda

### 1. Apologies:

To receive any apologies for absence.

### 2. Public Questions/Statement Time:

To receive any questions or statements from members of the public.

*Please note that in accordance with the Council's Standing Orders a question/statement may only be asked/made if written notice has been given to the City Clerk by midday on the working day before the meeting*

### 3. Councillor Questions/Statement:

To receive any questions or statements from Councillors.

*Please note that in accordance with the Council's Standing Orders a question/statement may only be asked/made if written notice has been given to the City Clerk 1 working day prior to the date of the meeting. For urgent questions/statements for which no notice has been given, a copy of the question/statement must be delivered to the City Clerk by three o'clock on the day of the meeting.*

**4. Minutes of Previous Meeting:**

To approve as a correct record and sign the minutes of the last meeting of the Personnel Committee held on 28 March 2022.

**5. Declarations of Interest:**

To receive any declarations of interest.

**6. Dispensations:**

To note any Dispensations agreed by the Clerk in respect of this agenda prior to the meeting, and to determine any additional Dispensations requested at this meeting in respect of this agenda.

**7. Chairman's Announcements:**

To receive any announcements from the Chairman.

**8. HR Update:**

To note a report from the HR Manager.

*Background Papers: Report (Doc 87132)  
Contact Officer: Tracy Adams (01722 342860)*

**9. Parental Bereavement Leave Policy:**

To approve the new Parental Bereavement Leave Policy.

*Background Papers: Report (Doc 87601) and Policy (Doc 81664)  
Contact Officer: Tracy Adams (01722 342860)*

**10. Annual Leave Entitlement – a review:**

To receive a report regarding staff annual leave entitlement.

*Background Papers: Report (Doc 87614)  
Contact Officer: Tracy Adams (01722 342860)*

## **11. Idverde TUPE Status Update:**

To receive an update regarding Idverde TUPE of staff.

*Background Papers: Document (Doc 87597)*

*Contact Officer: Tracy Adams (01722 342860)*

## **12. Exempt Information:**

In view of the confidential or sensitive nature of the matters to be considered, the Committee will consider excluding the press and public from the meeting during consideration of agenda items 15 on the grounds that they may involve the disclosure of 'exempt information' as defined in Part 1 of Schedule 12A of the Local Government Act 1972, as amended by Local Government (Access to Information) Variation Order 2006 where the public interest in maintaining the exemption outweighs the public interest in favour of disclosure the information explained below:

### **Agenda Item 13: Changes to the Staffing Establishment**

Paragraph 1 namely: Information relating to any individual.

**14. Matters, if any, which by reason of special circumstances the Chairman decides should be discussed as a matter of urgency for information only. Please note that the Council cannot lawfully consider or determine any matter which is not specified on the Agenda of this summons.**