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To all Members of the Personnel Committee

Chair: TBC Vice Chair: TBC

CLRs: J Broom, B Dalton, A Hoque, M Mewse, R Rogers, C Stanway and J Wells.

You are required to attend a meeting of the **Personnel Committee** of Salisbury City Council to be held on **26 July 2021** at the **Guildhall** at **6:30pm**

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
19 July 2021

Cc: All other Members of the Council for information

Agenda

1. Election of the Chairman of the Personnel Committee for 2021/22:

Cllr Hoque (previous Chairman) will call for nominations to elect a Chairman for the Personnel Committee for the municipal year 2021/22.

2. Election of the Vice-Chairman of the Personnel Committee for 2021/22:

The new Chairman of the Personnel Committee call for nominations to elect the Vice-Chairman for the Personnel Committee for the municipal year 2021/22.

3. Apologies:

To receive any apologies for absence.

4. 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.

5. 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.

6. Minutes of Previous Meeting:

To approve as a correct record and sign the minutes of the last meeting of the Personnel Committee held on 9 November 2020.

7. Declarations of Interest:

To receive any declarations of interest.

8. 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.

9. Chairman's Announcements:

To receive any announcements from the Chairman.

10. HR Update:

To note a report from the HR Manager.

*Background Papers: Attached reports (Doc 82214)
Contact Officer: Tracy Adams (01722 342860)*

11. Finance Team Restructure Outcomes:

To note a report from the HR Manager.

Background Papers: Attached reports (Doc 82881)
Contact Officer: Tracy Adams (01722 342860)

12. Foundation Living Wage:

To consider the ongoing payment of the Foundation Living Wage

Background Papers: Attached reports (Doc 82902)
Contact Officer: Tracy Adams (01722 342860)

13. Exempt Information:

In view of the confidential or sensitive nature of the matters to be considered, the Personnel Committee will consider excluding the press and public from the meeting during consideration of agenda items 14, 15 and 16 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 14: Security of Employment and Redundancy Policy Review

Agenda Item 15: Minor Change to the Establishment – Business Team

Agenda Item 16: Minor Change to the Establishment – Pantry Manager

Paragraph 1 namely: Information relating to an individual

Paragraph 4 namely: Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

- 17. 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.**