

The Guildhall
Market Place
Salisbury
SP1 1JH



Officer to contact: A Child
Direct line: 01722 342860
Email: corporate@salisburycitycouncil.gov.uk
Web: www.salisburycitycouncil.gov.uk

To all Members of the Personnel Committee

Chair: TBC

Vice Chair: TBC

Cllrs: 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 **Monday 28 March 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
22 March 2022

cc: All other Members of the Council for information

Agenda

1. Election of the Chairman of the Personnel Committee for 2021/2022:

Cllr Wells will call for nominations to elect a Chairman for the Personnel Committee for the municipal year 2021/22, following his resignation from this position.

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

The Chairman of the Personnel Committee call for nominations to elect the Vice-Chairman for the Personnel Committee for the municipal year 2021/22, following the resignation of Councillor Mewse from this position.

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 26 July 2021.

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, including progress on the Mental Health Employer's Pledge Action plan.

*Background Papers: Report (Doc 85767)
Contact Officer: Tracy Adams (01722 342860)*

11. Menopause Policy:

To approve the Menopause Policy,

Background Papers: Report (Doc 84710) and draft policy (Doc 84709)

Contact Officer: Tracy Adams (01722 342860)

12. Career Break Policy:

To approve the Career Break Policy,

Background Papers: Report (Doc 84822) and draft Policy (Doc 83959)
Contact Officer: Tracy Adams (01722 342860)

13. Trans Inclusion Policy:

To approve the Trans Inclusion Policy,

Background Papers: 85859
Contact Officer: Tracy Adams (01722 342860)

14. 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 15: Staffing Matter

Paragraph 1 namely: Information relating to any individual.

16. 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.