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Minutes

Meeting of : Personnel Committee
Date : 28 March 2022
Meeting held in : The Guildhall
Commencing at : 6:30pm

Present:

Chair: B Dalton

Vice Chair: J Wells

Cllrs: M Mewse, J Nettle and C Stanway.

Officers: Annie Child, Janine Whitty, Marc Read, Estelle Sherry and Tracy Adams.

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

Cllr Wells proposed that Cllr Dalton be elected as the Chairman of the Personnel Committee for the ensuing municipal year 2020/21. This was seconded by Cllr Stanway.

In the absence of any other nominations, it was:

Resolved that:

280.1. Cllr Dalton was elected as the Chairman of the Personnel Committee for 2021/22.

281. Election of the Vice- Chair of the Personnel Committee for 2021/22:

Cllr Stanway proposed that Cllr Wells be elected as the Vice - Chairman of the Personnel Committee for the ensuing municipal year 2021/22. This was seconded by Cllr Dalton.

In the absence of any other nominations, it was:

Resolved that:

281.1.Cllr Wells was elected as the Vice - Chairman of the Personnel Committee for 2021/22.

282. Apologies:

282.1.Cllr Hoque gave his apologies and was substituted by Cllr Nettle.

282.2.Cllr Broom gave her apologies.

282.3.Cllr Rogers was not present.

283. Public Questions/Statement Time:

There were no questions submitted from the public.

284. Councillor Questions/Statement Time:

There were no questions submitted from the Councillors.

285. Minutes of the Previous Meeting:

The minutes of the last meeting of the Personnel Committee held on 26 July 2021 were approved and signed by the Chairman.

286. Declarations of Interest:

No declarations of interest were received.

287. Dispensations:

No dispensations were requested.

288. Chairman's Announcements:

The Chairman had no announcements to make.

289. HR Update:

The HR Manager, Tracy Adams, provided a HR update report, which included a HR data report, organisational staff development plan and details of the 2021 staff survey. She also gave a verbal update regarding the forthcoming Environmental Services TUPE. Councillors asked questions and provided comments. The Committee considered the report, and it was:

Resolved to:

289.1.Note the report.

290. Menopause Policy:

The HR Manager, Tracy Adams presented the report and new policy, and it was:

Resolved to:

290.1. Approve the policy.

291. Career Break Policy:

The HR Manager, Tracy Adams provided a report and presented the new policy. Councillors asked questions regarding National Insurance contributions, and it was:

Resolved to:

291.1. Approve the policy.

291.2. Amendment to 4.1 to include additional information regarding National Insurance contributions by the employee as required.

291.3. Note the possibility of offering a secondment opportunity to current staff to fill the temporary vacant post.

292. Trans Inclusion Policy:

The HR Manager, Tracy Adams provided a report and presented the new policy, and it was:

Resolved to:

292.1. Approve the policy.

293. 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:

Paragraph 1 namely: Information relating to any individual.

The meeting moved into Exempt Business at 6.57pm.

294. Matters, if any, which by reason of special circumstances the Chairman, decides should be considered as a matter of urgency:

No matters were raised.

There were no members of the public present.

The meeting closed at 7.00pm.