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Minutes

Meeting of : Personnel Committee
Date : 11 February 2019
Meeting held in : The Guildhall, Salisbury
Commencing at : 6:30pm

Present:

Chair: Vice Chair: D Brown

Cllrs: J Baber, T Corbin, B Dalton, L Sirman

Officers: Annie Child, Janine Whitty, Tracy Adams and Joanna Wood

224. Apologies:

224.1. Cllr J Broom had been replaced on the committee by Cllr A Hoque.

225. Election of the Chair of the Personnel Committee for 2018/19:

The Vice Chair called for nominations for this position. It was:

Resolved that:

225.1. Cllr A Hoque be elected as Chairman of the Personnel Committee.
Following this election Cllr Hoque took the Chairman's seat and chaired the rest of the meeting.

226. Public Questions/Statement Time:

There were no questions submitted from public.

227. Councillor Questions/Statement Time:

There were no questions submitted from Councillors.

228. Minutes of the Previous Meeting:

The minutes of the last meeting of the HR Sub Committee held on 27 March 2018 were approved and signed by the Chair.

229. Declarations of Interest:

There were no declarations of interest.

230. Dispensations:

No dispensations were requested.

231. Chairman's Announcements:

There were no Chairman's announcements.

232. HR Update:

The HR Manager, Tracy Adams, provided a report summary which included basic staff information, turnover of staff, sickness information, staff development and overall staff costs.

The Committee considered the report in detail, asking the HR Manager to provide additional information, especially with respect to staff training. The Committee was also given details of current vacancies. It was:

Resolved to:

232.1. Note the report with the following amendment: That the age distribution information be amended to read from the age of "0-60+" to "16-60+".

232.2. Request that the HR Manager reviews customer service training.

232.3. Instruct the HR Manager to provide a full years training statistics when the next report of this type is presented.

233. Staff Survey:

The HR Manager introduced the report on the Staff Survey. Following some discussion of the issues raised by the survey, it was:

Resolved to:

233.1. Note the 2018 Staff Survey summary results and actions arising.

233.2. Instruct the HR Manager to include casual staff in the next Staff Survey.

233.3. Note that the HR Manager will conduct the same Staff survey in 2019 and report its results to the committee.

234. Social Media Policy:

The HR Manager introduced a draft Social Media Policy for consideration. Members considered whether this policy should apply to both councillors and staff members. Following some detailed discussion of several paragraphs of the policy, it was:

Resolved to:

- 234.1. Request members to send all comments and amendments to the Clerk for consideration.
- 234.2. Instruct the Clerk to present a revised version of this policy at the next meeting of this committee, taking members comments and amendments into consideration.

235. Changes to the Security of Employment and Redundancy Policy:

The HR Manager introduced her report which gave details of the current policy especially in relation to the calculation of redundancy payments. Following some discussion of the issues, it was:

Resolved to:

- 235.1. Agree that the redundancy multiplier be changed, and that the statutory minimum (i.e. no multiplier) be consulted upon by the HR Manager with the Unions and staff
- 235.2. Instruct the HR Manager to report the findings of this consultation to this committee for their consideration in due course

236. 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 was 1 members of the public and 1 member of the press present.

The meeting closed at 7:52pm