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# Minutes

**Meeting of** : Personnel Committee  
**Date** : 15 July 2019  
**Meeting held in** : The Guildhall, Salisbury  
**Commencing at** : 6:30pm

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Present:

Chair: Cllr A Hoque

Vice Chair: Cllr D Brown

Cllrs: J Baber, T Corbin, M Osment and L Sirman

Also present: Cllr C Corbin

Officers: Annie Child, Janine Whitty and Tracy Adams

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## **237. Election of the Chairman of the Personnel Committee for 2019/20:**

The previous Vice-Chairman called for nominations for this position. Cllr Sirman proposed that Cllr Hoque be elected as the Chairman of the Personnel Committee for the ensuing municipal year 2019/20. This was seconded by Cllr Baber

In the absence of any other nominations, it was

### **Resolved that:**

237.1. Cllr Hoque was elected as the Chairman of the Personnel Committee for 2019/20.

## **238. Election of the Vice- Chair of the Personnel Committee for 2018/19:**

The new Chairman called for nominations for this position. Cllr Baber proposed that Cllr Brown be elected as the Vice - Chairman of the Personnel Committee for the ensuing municipal year 2019/20. This was seconded by Cllr Sirman.

In the absence of any other nominations, it was

**Resolved that:**

238.1. Cllr Brown was elected as the Vice - Chairman of the Personnel Committee for 2019/20.

**239. Apologies:**

239.1. Cllr A Foster give her apologies.

239.2. Cllr B Dalton gave his apologies and was substituted by Cllr M Osment.

**240. Public Questions/Statement Time:**

There were no questions submitted from the public.

**241. Councillor Questions/Statement Time:**

There were no questions or statements submitted from councillors.

**242. Minutes of the Previous Meeting:**

The minutes of the last meeting of the Personnel Committee held on 11 February 2019 were approved and signed by the Chairman.

**243. Declarations of Interest:**

No declarations of interest were received.

**244. Dispensations:**

No dispensations were requested.

**245. Chairman's Announcements:**

The Chairman noted that the National Armed Forces Day event was very successful, and thanked all officers all their work on the event.

**246. HR Update:**

The HR Manager, Tracy Adams, provided a HR update report, which included basic staff information, turnover of staff, sickness information, staff development and recruitment costs. The committee considered the report and it was:

**Resolved to:**

246.1. Note the report

**247. Additional Annual (Unpaid) Leave Policy:**

The HR Manager, Tracy Adams provided a report and new draft policy. The committee considered the new policy and it was:

**Resolved to:**

- 247.1. Amend throughout the policy, remove the word “unpaid” and replace “through salary deduction”
- 247.2. Instruct the HR Manager to consult with the unions concerning the draft policy

The HR Manager will report next year on the number of staff took unpaid leave and the value of this to the Council in saved National Insurance and pension contributions.

**248. Social Media Policy and Social Media Guidelines:**

The HR Manager, Tracy Adams introduced the draft staff policy and guidelines for members. The committee considered the new policy and guidelines, and it was:

**Resolved to:**

- 248.1. Approve the draft Social Media Policy for staff, including an amendment to section 1.1 to remove the word “and”
- 248.2. Approve the guidance document for Members
- 248.3. Note that the HR Manager will consult the unions about this policy.

**249. Time to Change Employers Pledge:**

The HR Manager, Tracy Adams introduced her report concerning the Time to Change, a mental health campaign. The committee considered the report and it was:

**Resolved to:**

- 249.1. Agree that the City Council can sign the Time to Change Employer’s Pledge and produce an action plan supported by Time to Change advisors.

Officers were requested to make details of the pledge available to the public once the action plan is completed.

**250. Paternal Leave Policy:**

The HR Manager, Tracy Adams provided a report and updated policy. The committee considered the amended policy and it was:

**Resolved to:**

- 250.1. Approve the amended Parental Leave Policy.

**251. Dignity at Work Policy:**

The HR Manager, Tracy Adams provided a report and updated policy. The committee considered the amended policy and it was:

**Resolved to:**

251.1. Approve the amended Dignity at Work Policy, including further amendments to section 5.2. to remove “by” and remove “manner” and insert “matter”.

**252. Employment of Agency Workers Policy:**

The HR Manager, Tracy Adams provided a new Employment of Agency Workers policy. The committee considered the new policy and it was:

**Resolved to:**

252.1. Approve the new Employment of Agency Workers Policy

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

There was 1 member of the public and 0 member of the press present.

The meeting closed at 7.22pm