

The Guildhall
Market Place
Salisbury
SP1 1JH



Officer to contact: Janine Whitty
Direct line: 01722 342860
Email: info@salisburycitycouncil.gov.uk
Web: www.salisburycitycouncil.gov.uk

To all Members of the Personnel Committee

Chair: TBC Vice Chair: TBC

Cllrs: J Baber, D Brown, T Corbin, B Dalton, A Foster, A Hoque and L Sirman

You are required to attend a meeting of the **Personnel Committee** of Salisbury City Council to be held on **15 July 2019** 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
5 July 2019

Cc: All other Members of the Council for information

Agenda

1. Election of the Chairman of the Personnel Committee for 2019/20:

Cllr Brown (previous Vice-Chairman) will call for nominations to elect a Chairman for the Personnel Committee for the municipal year 2019/20.

2. Election of the Vice-Chairman of the Personnel Committee for 2019/20:

The new Chairman of the Personnel Committee call for nominations to elect the Vice-Chairman for the Personnel Committee for the municipal year 2019/20.

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 11 February 2019.

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 71540)

Contact Officer: Tracy Adams (01722 342860)

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

To approve a new policy.

Background Papers: Attached report and draft policy (Doc 69639 and 69636)

Contact Officer: Tracy Adams (01722 342860)

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

To approve a revised Social Media Policy for staff and a Social Media Guidelines for members.

Background Papers: Attached report and draft policies (Doc 71565, 71563 and 71564)

Contact Officer: Tracy Adams (01722 342860)

13. **Time to Change Employer's Pledge:**

To consider the 'Time to Change' Employer's Pledge

Background Papers: Attached report (Doc 71558)

Contact Officer: Tracy Adams (01722 342860)

14. **Paternal Leave Policy:**

To approve a revised policy.

Background Papers: Attached report and draft policy (Doc 71551 and 69580)

Contact Officer: Tracy Adams (01722 342860)

15. **Dignity at Work Policy:**

To approve a revised policy.

Background Papers: Attached report and draft policy (Doc 71553 and 69887)

Contact Officer: Tracy Adams (01722 342860)

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

To approve a new policy

Background Papers: Attached report (Doc 71237)

Contact Officer: Tracy Adams (01722 342860)

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.**