

# SALISBURY CITY COUNCIL

**Subject** : HR Policies - Decisions  
**Committee** : Personnel Committee  
**Date** : 16 October 2023  
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## 1. Report Summary:

1.1. This report asks the Committee to consider decision making levels for people-related policies and procedures, known as the HR policies.

## 2. Background:

- 2.1. The HR & Payroll Manager (HRPM) has identified that in some HR Policies the City Clerk is shown as the only decision maker for decisions arising from that policy.
- 2.2. Decision making levels should be appropriate to support business continuity in the event of an unplanned absence. Therefore having the Clerk as the only decision maker is not a satisfactory approach. However, it is important to ensure that decisions are made at the appropriate level.
- 2.3. Decisions arising from the implementation of HR Policies are made with the support and guidance of the HRPM to ensure decisions are reasonable, legal and appropriate. The HRPM, in turn, seeks advice and guidance from the Council's employment law advisors, Worknest.

## 3. Changes to Policies:

3.1. The table below shows some of the policies where the Clerk is the sole decision maker.

Policy	Decision
Flexible Working policy	Appeal against decision for rejecting request
Grievance Policy	Formal process appeal. This could be replaced by a member of SMT or provided by external organisation providing employment law advice.
Disciplinary Policy & Procedure	Only the Clerk can dismiss
Professional vocational qualifications	Signed off by City Clerk
Membership to professional bodies such as SLCC/CIPD/AAT	Signed off by City Clerk
Suitable alternative employment in redundancy situations	Appeals to City Clerk
Appeal against dismissal in redundancy situations	Appeals to City Clerk
Essential car user (exceptions)	Agreed by City Clerk

Accidents involving SCC vehicles	Notified to City Clerk
Nominating a driver to drive staff member for official journeys	Signed off by City Clerk
Using work phone for personal use	Signed off by Corporate Services Manager and City Clerk
Social Media	Contact for content concerns
Annual leave – carry forward of over 5 days. Leave for duration longer than 2 weeks, leave for other reasons	Signed off by City Clerk
Annual leave – additional annual leave through salary deduction – cancellation of days previously approved	Signed off by City Clerk
Recruitment – appointment above bottom of salary scale	Signed off by City Clerk
Trade Union meetings	Management representative includes City Clerk with HR Manager
Sickness absence – level of pay for injuries caused by accidents outside of work (i.e. sport or misconduct) Industrial diseases extension of sick pay Appeal against decision on level of pay if employee fails to provide a sick note	
Gifts	Signed off by City Clerk

3.2. In order to allow, timely decision making, particularly when the Clerk is absent, it is proposed to apply a global change to all HR policies, so that decisions currently made only by the Clerk will in future to decisions which can be made by the Clerk OR Senior Management Team (SMT) manager.

3.3. The HRPM will continue to provide advice and guidance to SMT managers if they are required to make decisions, and the Clerk will retain oversight of all decisions.

#### 4. Recommendation:

It is recommended that:

4.1. The HRPM is instructed to make a global amendment to all HR policies to show that decisions currently made by the Clerk only, will be decisions which can be made by the Clerk OR an SMT Manager in the future.

5. **Wards Affected:** All.

6. **Background papers:** Nil.

#### 7. Implications:

7.1. **Financial:** Nil in relation to this report.

7.2. **Legal:** SMT Managers will take legal advice from the HRPM.

7.3. **Personnel:** This is dependent upon the policy being used. This change could allow for more timely decision making.

7.4. **Environmental Impact:** Nil in relation to this report.

7.5. **Equalities Impact Statement:** Nil in relation to this report.