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To all Members of the Personnel Committee

Cllrs: T Corbin, B Dalton, M Mewse, C McGrath and J Wells

You are required to attend a meeting of the **Personnel Committee** of Salisbury City Council to be held on **Monday 16 October 2023 at 6.30pm at the Guildhall.**

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.

J. L. Wood

Joanna Wood
Interim City Clerk

9 October 2023

cc: All other Members of the Council for information

Agenda

1. Election of the Chairman of the Personnel Committee for 2023/24:

Cllr Dalton (previous Chairman) will call for nominations to elect a Chairman for the Personnel Committee for the municipal year 2023/24.

2. Election of the Vice-Chairman of the Personnel Committee for 2023/24:

The new Chairman of the Personnel Committee call for nominations to elect the Vice-Chairman for the Personnel Committee for the municipal year 2023/24.

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 Tuesday 25 April 2023.

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 receive a verbal report from the HR and Payroll Manager.

Background Papers: Nil
Contact Officer: Tracy Adams (01722 342860)

11. Staff Car Parking at Shopmobility:

To provide an update on staff parking at Shopmobility.

Background Papers: Report (Doc 92109)
Contact Officer: Tracy Adams (01722 342860)

12. Market Forces Policy:

To consider the introduction of a Market Forces Policy.

Background Papers: Report (Doc 92580) and Policy (92581)

Contact Officer: Tracy Adams (01722 342860)

13. HR Policies - Decisions:

To consider decision making levels for people-related policies and procedures.

Background Papers: Report (Doc 92108)

Contact Officer: Tracy Adams (01722 342860)

14. City Clerk Task Group Terms of Reference:

To agree the TORS for the City Clerk Task Group.

Background Papers: Report (Doc 92582) and Draft TORS (Doc 92583)

Contact Officer: Tracy Adams (01722 342860)

15. Exempt Information:

In view of the confidential or sensitive nature of the matters to be considered, the Personnel Committee will consider excluding the press and public from the meeting during consideration of agenda items 13 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:

Agenda Item 16. Minor Changes to the Establishment

Paragraph 1 namely: Information relating to an individual.

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.