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Minutes

Meeting of : Personnel Committee
Date : 16 October 2023
Meeting held in : The Guildhall
Commencing at : 6:30pm

Present:

Chair: B Dalton

Vice Chair: J Wells

Cllrs: T Corbin, S Hocking and C McGrath

Officers: Joanna Wood, Janine Whitty, Sarah Gregson and Tracy Adams

Also present: Cllr C Stanway, A Riddle, J Nettle.

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

The previous Chairman of the Personnel Committee, Cllr B Dalton, called for nominations for the Chairman of the Personnel Committee. Cllr B Dalton was nominated. No other nominations were made. It was:

Resolved that:

311.1. Cllr B Dalton is re-elected as Chairman of the Personnel Committee

Proposed by: Cllr J Wells

Seconded by: Cllr T Corbin

A vote was taken and was **carried**.

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

The Chairman of the Personnel Committee, Cllr B Dalton, called for nominations for the Chairman of the Personnel Committee. Cllr J Wells was nominated. No other nominations were made. It was:

Resolved that:

Cllr J Wells is re-elected as Vice- Chairman of the Personnel Committee

Proposed by: Cllr B Dalton

Seconded by: Cllr T Corbin

A vote was taken and was **carried**.

313. Apologies:

313.1.Cllr M Mewse gave his apologies and was substituted by Cllr S Hocking.

314. Public Questions/Statement Time:

There were no questions submitted from the public.

315. Councillor Questions/Statement Time:

There were no questions submitted from the Councillors.

316. Minutes of the Previous Meeting:

The minutes of the last meeting of the Personnel Committee held on 25 April 2023 were approved and signed by the Chairman.

317. Declarations of Interest:

No declarations of interest were received.

318. Dispensations:

No dispensations were requested.

319. Chairman's Announcements:

The Chairman made no announcements.

320. HR Update:

The HR & Payroll Manager, Tracy Adams, provided a verbal update noting current staff vacancies. Since taking on payroll Tracy has completed training, following which a health check review of payroll was conducted which concluded that a systems update is required. Staff development has included health & safety, first aid, fire wardens training and line managers workshops.

321. Staff Car Parking at Shopmobility:

The HR & Payroll Manager provided a verbal overview of the report and the impact on staff parking arrangements. Cllr T Corbin requested further information to the report and the additional information provided by Tracy was read out also. The Committee considered the report, listened to verbal and written concerns from Shopmobility volunteers, discussed the use of Shopmobility parking and staff parking further, and it was:

Resolved to:

321.1. Shopmobility staff manage car parking to allow staff and volunteers to park within the Shopmobility car park from Monday 23 October.

Proposed by: Cllr T Corbin

Seconded by: Cllr C McGrath

A vote was taken and was **carried**.

322. Market Forces Policy:

The HR & Payroll Manager presented the report regarding this policy. The Committee asked questions about the proposed policy, and it was:

Resolved to:

322.1. Agree the adoption and implementation of the Market Forces Policy with an amendment to 6.3. of the policy as follows;

322.2. 6.3. Approval – The request for a market forces supplement will be reviewed and approved by Personnel Committee.

322.3. Agree that the Market Forces Supplement can be used for the appointment of the RFO.

Proposed by: Cllr T Corbin

Seconded by: Cllr C McGrath

A vote was taken and was **carried**.

323. HR Policies – Decisions:

The HR & Payroll Manager discussed the report regarding HR policies. The Committee asked questions regarding the options presented within the report and, following some discussion, it was:

Resolved to:

323.1. Agree amendment to report recommendation 4.1 as follows;

323.2.4.1. The HRPM is instructed to make a global amendment to all HR policies to show that decisions currently made by the Clerk only, in the absence of the Clerk, can be made by an SMT Manager, where possible.

Proposed by: Cllr C McGrath
Seconded by: Cllr S Hocking

A vote was taken and was **carried**.

324. City Clerk Task Group Terms of Reference:

The HR & Payroll Manager presented the report and draft TORS. The Committee discussed the TORS and, it was:

Resolved to:

324.1. Agree report recommendation 3.1 To note and agree the terms of reference proposed and discussed at the task group on 13 September 2023.

Proposed by: Cllr B Dalton
Seconded by: Cllr T Corbin

A vote was taken and was **carried**.

325. 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.

The meeting moved into Exempt Business at 7.54pm.

326. 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 were 2 members of the public present. No press was present.

The meeting closed at 8.28pm.