

The Guildhall
Market Place
Salisbury
Wilts
SP1 1JH



Contact: Annie Child, City Clerk
Direct Line: 01722 342860
Email: info@salisburycitycouncil.gov.uk
Web: www.salisburycitycouncil.gov.uk

Minutes

Meeting of : Personnel Committee
Date : 9 November 2020
Meeting held in : Microsoft Teams
Commencing at : 6:30pm

Present:

Chair: Cllr A Hoque

Vice Chair: Cllr D Brown

Cllrs: J Baber, B Dalton, A Foster, M Osment and L Sirman

Also in attendance only: Cllr F Moody, J Nettle

Officers: Tracy Adams, Annie Child, Estelle Sherry, Thomas Simpkins and Joanna Wood

254. Election of the Chairman of the Personnel Committee for 2020/21:

The Leader of the Council called for nominations for this position. Cllr Nettle proposed that Cllr Hoque be elected as the Chairman of the Personnel Committee for the ensuing municipal year 2020/21. This was seconded by Cllr Sirman

In the absence of any other nominations, it was:

Resolved that:

254.1. Cllr Hoque was elected as the Chairman of the Personnel Committee for 2020/21.

255. Election of the Vice- Chair of the Personnel Committee for 2020/21:

The new Chairman called for nominations for this position. Cllr Hoque proposed that Cllr Brown be elected as the Vice - Chairman of the Personnel Committee for the ensuing municipal year 2020/21. This was seconded by Cllr Baber.

In the absence of any other nominations, it was:

Resolved that:

255.1. Cllr Brown was elected as the Vice - Chairman of the Personnel Committee for 2020/21.

256. Apologies:

256.1. Cllr T Corbin gave his apologies and was substituted by Cllr M Osment.

257. Public Questions/Statement Time:

There were no questions submitted from the public.

252. Councillor Questions/Statement Time:

Cllr Dalton made a verbal statement regarding the postponement of the original proposed meeting on the 12 October 2020, after the agenda was published. Cllr Dalton stated that is bad practice to postpone a meeting, when the agenda has been already published. The Chairman noted Cllr Dalton's remarks.

253. Minutes of the Previous Meeting:

The minutes of the last meeting of the Personnel Committee held on 15 July 2019 were approved and signed by the Chairman.

254. Declarations of Interest:

No declarations of interest were received.

255. Dispensations:

No dispensations were requested.

256. Chairman's Announcements:

The Chairman had no announcements to make.

257. HR Update:

The HR Manager, Tracy Adams, provided a HR update report, which included basic staff information, turnover of staff, sickness information, staff development, recruitment costs and included progress on the Mental Health Employer's Pledge Action plan. The committee considered the report and it was:

Resolved to:

257.1. Note the report

258. Staff Mental Health Policy:

The HR Manager, Tracy Adams provided a report on and draft policy in relation to employee's mental health. This policy is not intended to be contractual but is intended to provide guidance on the Council's approach to Mental Health. The committee considered the new policy and it was:

Resolved to:

258.1. Approve the Staff Mental Health Policy

259. Employment Law Professional Support:

The City Clerk, Annie Child introduced a report considering options for legal advice in relation to employment law for Salisbury City Council's HR Manager. The committee considered the report and it was:

Resolved to:

259.1. Approve the procurement of professional employment law support for HR Manager and ensure the HR Manager has good access to continued CPD from 1 Apr 2021 onwards.

259.2. Request that the Responsible Finance Officer includes a draft budget of up to £7,000 for these professional services, and £750 for HR Manager training, in the 2020/2021 budget to be approved by F&G Committee and Full Council in January 2021.

260. Real Living Wage:

The HR Manager, Tracy Adams provided a report and updated policy on the Real Living Wage (previously called Foundation Living Wage,) which is a voluntary minimum wage that has been paid to employees since 2014 and is designed to represent a more acceptable level of minimum wage required to live. It was:

Resolved to:

260.1. Agree to continue to pay Real Living Wage at the rate announced on 9 November 2020.

261. Exempt Information:

The Clerk reported that Agenda Item 15 had been withdrawn.

In view of the confidential or sensitive nature of the matters to be considered, the Committee voted to exclude the press and public from the meeting during consideration of agenda items 16 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:

Paragraph 1 namely: **Information relating to any individual.**

263. 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 was 1 member of the public present.

The meeting closed at 19.11pm