

Salisbury City Council
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Minutes

Meeting of : Personnel Committee
Date : 24 April 2024
Meeting held in : The Guildhall
Commencing at : 6:30pm

Vice Chair: J Wells

Cllrs: T Corbin, J Nettle and C Stanway
Also present: Cllr T Last

Officers: Asa Thorpe, Steve Bishop, Marc Read, Tracy Adams, Sarah Gregson and Thomas Simpkins

327. Apologies:

- 327.1. Cllr Dalton sent his apologies and was substituted by Cllr Stanway
- 327.2 Cllr McGrath sent his apologies and was substituted by Cllr Nettle

328. Public Questions/Statement Time:

There were no questions or statements submitted by the public.

329. Councillor Questions/Statement Time:

There were no questions or statements submitted by Councillors.

330. Minutes of Previous Meeting:

The minutes of the last meeting Annual Meeting of Full Council held on 16 October 2023 were approved and signed by the Chairman.

331. Declaration of Interest:

There were no declarations of interest.

332. Dispensations:

332.1. Cllr Nettle declared an interest in item 12, due to his connection with Safer and Supportive Salisbury.

333. Chairman's Announcements:

The Chairman made no announcements.

334. HR Manager:

The Committee received a report from Tracy Adams, HR Manger covering a high-level overview relating to staffing in the City Council.

Resolved that:

334.1. The Committee note the contents of this report.

Proposed by: Cllr J Nettle

Seconded by: Cllr J Wells

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

335. Staff Car Parking:

The Committee received a report from Tracy Adams, HR Manger providing an update on staff parking at Shopmobility and future options for the provision of parking for Salisbury City Council Employees.

Resolved that:

335.1. To restrict the parking available at Shopmobility to only those staff visiting the Guildhall, where their base of operations is not the Guildhall and volunteers working at Shopmobility.

335.2. Offer all staff the opportunity to purchase a monthly car parking permit at Lush House Car Park. Costs and capacity within the car park would be reviewed annually.

335.3. Blue Badge holders will continue to park without charge.

Proposed by: Cllr J Nettle

Seconded by: Cllr T Corbin

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

Cllr T Corbin proposed an amendment to recommendation 5.4.

It was resolved to:

335.4 Amend the recommendation that, outside working hours when on Council business, staff are allowed to park free of charge.

Proposed by: Cllr T Corbin

Seconded by: Cllr J Nettle

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

336. Business and Communications Manager:

The Committee received a request from the Chief Executive Officer, Asa Thorpe for the application of a market forces supplement to the role of Head of Business & Communications, formally the Business & Communications Manager post.

Resolved that:

336.1. The Committee agree the application of a market forces supplement to the role of Head of Business & Communications of up to £7,406.

336.1. Review using the Market Forces Policy.

Proposed by: Cllr J Nettle

Seconded by: Cllr T Corbin

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

337. Proposed Change to Staffing Establishment - Finance:

The Committee received a report from Steve Bishop, Responsible Finance Officer, proposing one change to the staffing establishment for the Finance Team.

Resolved that:

337.1. The Committee approve the proposed restructure of the Finance team.

337.2. Approve the creation of a Finance Apprentice role, to replace the Finance Officer, and commit to its continuance through to successful completion of the first apprenticeship, at which point the role will be reviewed.

337.2 As an exception to Council policy the apprentice would be paid at National Minimum Wage from their commencement.

Proposed by: Cllr J Nettle

Seconded by: Cllr T Corbin

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

338. Proposed Change to Staffing Establishment:

The Committee received a report from Sarah Gregson, Head of Community Services, proposing one change to the staffing establishment for the Communities Team. This includes replacing the Community Activity Leader role

with a Communities Assistant post.

Resolved that:

338.1. Approve the creation of the proposed new role, "Community Activities Assistant," in replacement of the "Activities leader" role as outlined in the report.

Proposed by: Cllr J Nettle

Seconded by: Cllr C Stanway

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

339. 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 15 and 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:

Agenda Item 15. Minor Changes to the Establishment

Agenda Item 16. HR Manager

Paragraph 1 namely: Information relating to an individual.

The meeting moved into Exempt Business at 8.04pm.

340. 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 and no press were present.

The meeting closed at 8.32pm.