

Salisbury City Council
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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 **Wednesday 24 April 2024 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.

Asa Thorpe
Chief Executive Officer

16 April 2024

cc: All other Members of the Council for information

Agenda

1. Apologies:

To receive any apologies for absence.

2. 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 Chief Executive Officer by midday on the working day before the meeting.

3. 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 Chief Executive Officer 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 Chief Executive Officer by three o'clock on the day of the meeting.

4. 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 16 October 2023.

5. Declarations of Interest:

To receive any declarations of interest.

6. Dispensations:

To note any Dispensations agreed by the Chief Executive Officer in respect of this agenda prior to the meeting, and to determine any additional Dispensations requested at this meeting in respect of this agenda.

7. Chairman's Announcements:

To receive any announcements from the Chairman.

8. HR Update:

To receive a report from the HR and Payroll Manager.

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

9. Staff Car Parking:

To provide an update on staff parking at Shopmobility and future options for the provision of parking for Salisbury City Council Employees.

Background Papers: Report
Contact Officer: Asa Thorpe (01722 342860)

10. Business and Communications Manager:

To consider a request for the application of a market forces supplement to the role of Head of Business & Communications, formally the Business & Communications Manager post.

Background Papers: Report
Contact Officer: Asa Thorpe (01722 342860)

11. Proposed Change to Staffing Establishment – Finance:

To consider the proposed change to the staffing establishment for the Finance Team from the Responsible Finance Officer.

Background Papers: Report
Contact Officer: Steve Bishop (01722 342860)

12. Proposed Change to Staffing Establishment – Communities Team Restructure:

To consider proposed change to the staffing establishment for the Communities Team from the Head of Communities Services.

Background Papers: Report
Contact Officer: Sarah Gregson (01722 342860)

13. 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 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 14. Proposed Changes to Staffing Establishment
Agenda Item 15. Human Resources Manager

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.