

Salisbury City Council

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To all Members of the Personnel Committee

Chair: B Dalton

Vice Chair: J Wells

Cllrs: T Corbin, C McGrath and E Rimmer

You are summoned to attend a meeting of the **Personnel Committee** of Salisbury City Council to be held on **25th November 2024** at the **Guildhall** at **6:30pm**

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

18 November 2024

Cc: All other Members of the Council for information

Agenda

1. **Election of the Chairman of Personnel Committee for 2024-25:**

To elect the Chairman of the Personnel Committee for the 2024-25 municipal year.

The previous Chairman of the Committee, ..., will ask for nominations

2. **Election of the Vice Chairman of the Personnel Committee for 2024-25:**

To elect the Vice Chairman of the Personnel Committee for the 2024-25 municipal year.

The Chairman of the Committee will ask for nominations

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 (ie by Friday 22nd November 2024).

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 (ie by Monday 25th November 2024).

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 24 April 2024.

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. **Gifts & Hospitality Policy:**

To approve updated policy.

Background Papers: Attached reports ([Gifts & Hospitality Report & Policy](#))

Contact Officer: Asa Thorpe (01722 342860)

11. **Disciplinary Policy:**

To approve updated policy.

Background Papers: Attached reports ([Disciplinary Report & Policy](#))

Contact Officer: Tracy Adams (01722 342860)

12. **Dignity at Work Policy:**

To approve updated policy.

Background Papers: Attached reports ([Dignity at Work Report & Policy](#))
Contact Officer: Tracy Adams (01722 342860)

13. **Honorarium Policy:**

To receive and adopt new Policy.

Background Papers: Attached reports ([Honorarium Report & Policy](#))
Contact Officer: Tracy Adams (01722 342860)

14. **Pension Discretionary Policy.**

To approve updated policy.

Background Papers: Attached reports ([Pension Discretionary Report & Policy](#))
Contact Officer: Tracy Adams (01722 342860)

15. **TOIL Policy.**

To receive Toil Report and approve new policy.

Background Papers: Attached reports ([TOIL Report & Policy](#))
Contact Officer: Tracy Adams (01722 342860)

16. **Uniform Policy.**

To receive Uniform Report and approve new amended policy.

Background Papers: Attached reports ([Uniform Report & Policies](#))
Contact Officer: Tracy Adams (01722 342860)

17. **HR Data:**

To note report and data sheet from the HR Manager.

Background Papers: Attached reports ([HR Data Report & Review](#))
Contact Officer: Tracy Adams (01722 342860)

18. **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.**