

# SALISBURY CITY COUNCIL

**Subject** : SCC Uniform policy for staff  
**Committee** : Personnel Committee  
**Date** : 25 November 2024  
**Author** : Tracy Adams, Head of HR

**Agenda Item: 16**

---

## 1. Report Summary:

1.1. This report seeks the Personnel Committee's approval for a new uniform policy for Council staff.

## 2. Background

2.1 The current uniform policy is outdated and lacks clarity regarding which roles have restrictions on work clothing.

2.2 The proposed policy defines where clothing restrictions apply and allows staff greater freedom to select appropriate clothing based on their daily tasks.

2.3 Balancing clothing restrictions with cost is essential. The Council needs to consider whether clothing is supplied or, if not, that employees meet dress code requirements without reducing their wage for national minimum wage purposes.

2.4 Protective clothing that employee's need to do their job or uniform they only wear at work (because it is identified by a clear logo) do not require employers to treat as a benefit for tax purposes.

2.5 Generic items such as generic black trousers or shoes may be classified as benefits in kind. These items necessitate either tax and National Insurance contributions from the employee (by producing a P11D for the employee at the end of the tax year) or a PAYE Settlement Agreement from the Council.

2.6. The new policy clarifies clothing requirements in Appendices A and B:

- 2.6.1 *Appendix A*: Outlines roles requiring a logo or protective clothing.
- 2.6.2 *Appendix B*: Lists roles and items of clothing (without logo and non-PPE) determined by department heads as necessary. Due to this specific restriction, the Council will cover the cost of these items, along with associated tax and NI liabilities through a PAYE Settlement Agreement.
  - 2.6.2.1 the cost of a PAYE settlement agreement is the marginal rate of tax for the employee so usually 20% and Class 1 NI currently 8% for each item of clothing.

2.7 Under the new policy, restrictions on no-logo items or non-protective clothing are limited to essential roles in Appendix B. Previously, such items (e.g., black trousers) were provided for multiple roles, including Customer Service Officers and Market staff.

This reduction in roles with uniform restrictions lowers both costs and Council obligations to manage uniform expenses.

### 3. **Recommendation:**

3.1 It is recommended that the Committee:

3.1.1 Adopts the new policy.

3.1.2 Approves that the Council will pay any tax or NI due as part of a PAYE settlement agreement. This would be dealt with as part of the general uniform budget.

4 **Wards Affected:** All

### 5 **Background papers:**

Current Uniform policy

Draft proposed uniform policy

### 6 **Implications:**

6.1 **Financial:** Costs associated with PAYE settlement agreement.

6.2 **Legal:** Comply with law and tax guidance in this area.

6.3 **Personnel:** All staff.

6.4 **Environmental Impact:** None.

6.5 **Equalities Impact Statement:** None.

SALISBURY  
CITY COUNCIL



# Staff Uniform & Dress Policy

Policy No.	Version	Author	Doc No.	PDF No.	Date Published/ Reviewed	Review Due	Review Team	Changes made:
HR44	V2	KAB	52095	53020	Oct 2015	Sept 2018	HR/SMT/OMG/SF	Updated following staff feedback
HR44	V3	HR	77836	77893	Feb 2020	Feb 2022	SMT	Removed specific reference to types of shoe and socks/tights and replaced with 'appropriate footwear and hoisery'  Removed signed section as policies can be 'signed for' using PeopleHR

**Distribution**

Internal: All SCC Staff

External (if requested): Website/Councillors/Partners

## **1. Uniform and Dress Policy:**

- 1.1. The Council expects staff to take responsibility for ensuring they are dressed suitably and smartly for work. All staff should present a smart and professional image whether they are 'front of house' or working in any other area, in uniform or in their own clothing. It is particularly important to maintain this image to external contacts including members of the public, Councillors, other agencies, suppliers and contractors.
- 1.2. This policy has been created as a framework for the Council's standards for dress and the wearing of SCC uniforms and to bring together the policies covering each category of staff work wear.
- 1.3. In all cases, the final decision will rest with Senior Management.
- 1.4. This policy has been created to be appropriate and manageable within the limitations of being a small organisation.
- 1.5. It has been created in consultation with the Trade Unions and the Staff Forum and is supported by all of those groups.
- 1.6. The policy applies to all Salisbury City Council employees including those with temporary contracts and agency workers.

## **2. Office based staff in uniform e.g. Information Assistants, Crematorium Staff:**

- 2.1. Uniform clothing is to be smart, clean, and ironed if appropriate.
- 2.2. The following guidelines apply:
  - 2.2.1. Shoes and hosiery must be appropriate for the role.
  - 2.2.2. No dark or patterned clothing to be worn under white shirts.
  - 2.2.3. Jewellery should be discrete and kept to a minimum. Earrings should be simple studs or small hoops only.
  - 2.2.4. Tattoos should be covered where possible. Where an employee has a tattoo visible when wearing their uniform/clothing, then this must not be offensive. It is for the Manager to discuss with the individual the appropriateness of their tattoo being on display where considered inappropriate or likely to cause offence to another person.
  - 2.2.5. Name badges provided must be worn **at all times**.

## **3. Outdoor Staff – Grounds Team, Site Maintenance Operative:**

- 3.1. Uniform clothing appropriate to the role will be supplied. It must be clean and ironed if appropriate.
- 3.2. The following guidelines apply:
  - 3.2.1. Footwear – safety boots to be worn

3.2.2. Only SCC uniform is to be worn, personal clothing such as hats and scarves should be agreed with your Manager.

#### **4. Personal Protective Clothing and Equipment:**

- 4.1. Salisbury City Council will provide personal protective equipment (PPE) appropriate to the task.
- 4.2. Staff must wear the protective clothing that they are issued with including footwear.
- 4.3. Failure to comply and wear (PPE) will be taken seriously and will result in disciplinary action being taken.

#### **5. Staff Not Required to Wear a Uniform:**

- 5.1. Staff who are not required to wear a uniform to work are expected to dress smartly and appropriately for a professional work environment and in accordance with the duties of their post.
- 5.2. If your duties on a particular day or with a particular group require more informal clothes to be worn, then this must be discussed and agreed with your manager.
- 5.3. Employees whose standards fall below what is acceptable will be informed by their Line Manager.

#### **6. 'Out of Office' Wear:**

- 6.1. On the occasions where non-uniformed office based staff are required to undertake Council work in outside areas, they must be identifiable via wearing SCC uniform. The aim is for a professional and identifiable SCC professional look. The Council will supply the items needed.

The final decision for particular occasions rests with Senior Management.

#### **7. Unacceptable Clothing and Footwear for all staff:**

The following are considered unacceptable as work wear:

- 7.1. Miniskirts or shorts.
- 7.2. Leisure clothing e.g. cycling shorts, football or rugby shirts, tracksuits (or any part of a tracksuit); fleeces would also be considered as casual not work wear.
- 7.3. Transparent or see-through tops.
- 7.4. Clothing with tears, holes or rips.
- 7.5. Shoestring strap vest tops or crop tops.
- 7.6. Political badges or emblems, items of clothing bearing logos, slogans or graphics which may cause offence, baseball caps and hats.

- 7.7. Heavy boots (except for industrial boots worn as protective clothing), flip-flops, trainers/sports shoes and slippers.
8. All uniform supplied remains the property of Salisbury City Council and must be returned, cleaned and pressed at the end of employment with the Council.



# Uniform Policy (DRAFT)

Policy No.	Version	Owner	Date Published or reviewed	Review Due	Changes made:
HR44	V4	HR			Rewrite of whole policy to make it more appropriate for workforce. Original policy is available in Policy archive



## **Scope of policy**

This policy applies to all staff, including casual workers, employed by Salisbury City Council (SCC).

This policy is non-contractual and designed to outline our expectations regarding work attire while respecting our staff's professionalism and judgment.

## **Introduction**

At Salisbury City Council, we trust our employees to dress in a manner that reflects their role and the professional image of the Council. Appropriate attire is essential as our staff are ambassadors for the Council. We expect you to consider your daily tasks when choosing what to wear.

When a risk assessment identifies the need for Personal Protective Equipment (PPE), wearing the specified PPE is mandatory to ensure safety. Additionally, certain roles with public-facing activities require specific uniform items featuring the SCC logo.

## **Personal Protective Equipment (PPE)**

For roles requiring PPE, the necessary equipment will be provided to you, either personally (such as steel toe-capped boots) or made available for collection at the designated SCC site (such as waterproof trousers). Should you have any concerns or issues with your PPE, please promptly inform your manager.

Details of PPE for activities or role can be found in the appropriate risk assessment and further details are not included as part of this policy.

## **Provision of Uniform with SCC logos**

Roles requiring logoed uniforms are detailed in Appendix A. If your role does not require a logoed uniform, you have the option to wear a logoed polo shirt if you choose.

We encourage pride in wearing your uniform and ask that you take appropriate care of all issued items, which remain the property of the Council. If any uniform items require repair or replacement, please notify your manager, who will arrange for this. When leaving the Council's employment, all issued uniform items must be returned. Failure to do so may result in a deduction from your final salary to cover the cost of replacement.

## **Uniform without an SCC logo**

Certain roles may require specific clothing, that does not have a logo. These roles and clothing requirements can be found in Appendix B. These items are provided by Salisbury City Council. If your role is not listed you are expected to provide your own work clothing.

## **Specific clothing**

If your manager requires you to wear specific clothing, such as a particular colour of trousers, and you need to purchase these for work, payroll must ensure that this expense does not reduce your pay below the National Minimum Wage for that pay period.

If this applies to you, please submit the receipt to your manager, who will forward it to payroll. The item of clothing should not be more than £75.

The receipt must be submitted in the same month you purchased the clothing.

Please note that you will not be reimbursed for the cost of the clothing itself. However, payroll will ensure that the purchase does not bring your salary below the National Minimum Wage. If it does, the difference will be paid to you.

### **Identity Badges**

All staff must wear their identity badges while at work to ensure clear identification and security. This is especially important for those in public-facing roles.

### **General Expectations**

The overarching principle at Salisbury City Council is that you should attend work dressed appropriately for the day ahead, considering both your role and the tasks you will be undertaking. We rely on your professionalism to make suitable clothing choices.

If your manager feels that your attire is not appropriate for your workday, they will discuss this with you and provide a clear explanation. You may be instructed to return home to change (this would be unpaid time off).

### **Appendix A - Roles requiring uniform with a logo or as part of personal protective equipment**

Grounds & Streetscene - All operatives, officers and supervisors (logo'd T-Shirt, Jumper)

Markets – all roles

Parks officers

Facilities officers

Events – all roles when supporting a public event

Communities - all roles who are supporting a public event

Customer Service Manager & Officers – T-Shirt, jumper and gilets

Crematorium staff – Suit and white shirt with tie all displaying SCC logo

Guildhall Officer – Suit and white shirt/tie with logo

Casual guildhall staff – gold tie or neckscarf with logo, white shirt with logo

Personal protective equipment includes clothing such as:

Steel toe capped boots for prevention of damage to employee's foot while out on site

High visibility clothing for working in public areas and near roads

Waterproof trousers for use during wet weather

## Appendix B

Roles with specific clothing requirements (not logo'd or as part of PPE) purchased by SCC:

- All crematorium staff – Black shoes
- Guildhall Officer – Black shoes

If your role is not listed above, then your clothing would not be provided by SCC. Please discuss any issues with your manager.