

Salisbury City Council

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Minutes

Meeting of : **Personnel Committee**

Date : 25 November 2024

Meeting held in : The Guildhall, Salisbury

Commencing at : 6:30pm

Present:

Chair: Cllr B Dalton

Vice Chair: Cllr J Wells

Cllrs: C McGrath and J Bolwell

Officers: Asa Thorpe, Tracy Adams and Penny Muxworthy

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

Nominations for the Chairman of the Personnel Committee were called for and Cllr Brian Dalton expressed an interest in being re-elected for the 2024-25 municipal year.

Resolved that: Cllr Dalton be re-elected as Chairman of the Personnel Committee:

Proposed by: Cllr Wells Seconded by: Cllr McGrath Carried unanimously

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

Nominations for Vice Chairman of the Personnel Committee were called for and Cllr John Wells expressed an interest in being re-elected for the 2024-25 municipal year.

Resolved that: Cllr Wells be re-elected as Vice Chairman of the Personnel Committee:

Proposed by: Cllr Dalton Seconded by: Cllr Bolwell Carried unanimously

3. Apologies:

Cllr T Corbin give his apologies and was substituted by Cllr J Bolwell.
Cllr E Rimmer was not present.

4. Public Questions/Statement Time:

There were no questions submitted from the public.

5. Councillor Questions/Statement Time:

There were no questions or statements submitted from councillors.

6. Minutes of the Previous Meeting:

The minutes of the last meeting of the Personnel Committee held on 24 April 2024 were approved and signed by the Chairman.

7. Declarations of Interest:

No declarations of interest were received.

8. Dispensations:

No dispensations were requested.

9. Chairman's Announcements:

The Chairman made no announcements.

10. Gifts & Hospitality Policy:

The Chief Executive Officer (CEO), Asa Thorpe, presented the proposed updated Gifts and Hospitality Policy.

It was recommended and resolved that the Committee:

10.1 Adopts the suggested amendments in the Gifts and Hospitality Policy including an Appendix A.

10.2 Gives Officers the opportunity to updated Appendix A without updating the whole Policy.

Proposed by: Cllr Dalton Seconded by: Cllr McGrath Approved by all

11. Disciplinary Policy:

The Head of HR (HHR), Tracy Adams, presented the proposed updated Disciplinary Policy, which is clearer on policy and potential outcomes. This updated Policy meets ACAS guidelines.

It was recommended and resolved that the Committee:

11.1 The Head of Human Resources recommends that the Personnel Committee approve the proposed amendments to the Disciplinary policy as detailed in the track changes document. These amendments include expanding the authority to dismiss employees beyond just the CEO.

Proposed by: Cllr Dalton Seconded by: Cllr Bolwell Approved by all

12. Dignity at Work Policy:

The HHR, presented the proposed updated Dignity at Work Policy. This has been shared with the Unions who are pleased to see such a proactive approach.

The HHR will ensure that this updated Policy aligns with the new Disciplinary Policy.

Councillors asked that SCC makes all sub/contractors aware of our policies and expected standards.

Sarah Gregson, Head of Community Services, is writing additional advice and guidance on threats to staff and volunteers from external agencies, for inclusion in the final policy.

It was recommended and resolved that:

12.1 The Committee agrees to the revisions suggested in the Dignity at Work policy and associated actions.

12.2 The HHR ensures this aligns with the Disciplinary Policy.

12.3 Additional guidance be included on external threats to staff and volunteers.

Proposed by: Cllr Dalton Seconded by: Cllr McGrath Approved by all

13. Honorarium Policy:

The Head of HR presented the proposed new Honorarium Policy.

It was recommended and resolved that the Committee:

13.1 Adopts the new honorarium policy

Proposed by: Cllr Dalton Seconded by: Cllr Bolwell Approved by all

14. Pension Discretionary Policy:

The HHR presented the updated Pension Discretionary Policy, which has been cross-referenced to the Wiltshire Council Pension Template.

With the updated Policy the decision-making goes to the RFO, rather than Personnel Committee, although HHR agreed to councillors suggested inclusion 'that if there is significant impact on the Council then the matter goes to the Personnel Committee'.

It was recommended and resolved that:

14.1 The Committee adopts the suggested amendments in the pension discretionary including:

14.1.2 Decision making authority to RFO, unless there is significant financial impact to the Council, when the recommendations will go to the Committee.

14.1.3 Change frequency of determining employee contributions levels from yearly to monthly.

Proposed by: Cllr Dalton Seconded by: Cllr Bolwell Approved by all

15. **TOIL Policy:**

The HHR presented the updated TOIL Policy, which gives clear direction on number of hours (15 maximum) and authorisation. There has not been any Union feedback.

It was recommended and resolved that the Committee:

15.1 Approve the TOIL policy for implementation.

Proposed by: Cllr Dalton Seconded by: Cllr McGrath Approved by all

16. **Uniform Policy:**

The HHR presented the updated Uniform Policy that gives clarification in certain cases.

It was recommended and resolved that the Committee:

16.1 Adopts the new policy.

16.2 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

Proposed by: Cllr Dalton Seconded by: Cllr McGrath Approved by all

17. **HR Data:**

The HHR presented the report highlighting the benefits from making evidenced based decisions, and that this emphasises that effective and high-quality practices are grounded in critically assessed evidence from multiple sources. The HHR very much views this as a first step to more in-depth reporting which can also be adaptive to what councillors would like to understand.

Councillors and officers raised:

Absenteeism – better understanding of long- and short-term absenteeism. The CEO confirmed that a more detailed Exempt report will go to March Full Council.

Staff numbers - It was confirmed that while a recruitment freeze had been implemented there has still been an increase in staff 'numbers' since July, based on business needs, and better value for money. The Council had an underspend against salaries.

Annual Staff Survey – will be carried out January/February, rather than pre-Christmas, and will include some different questions.

Financial Statements – on salaries across the whole council will come to future Personnel Committee meetings.

Information sharing – This is a 'live' document and councillors can ask questions or for more information at any time. HHR will email updated information to committee councillors quarterly, and any councillor upon request. Councillors stated that it is reassuring to know the data is there if questions are asked.

It was recommended and resolved that:

17.1 The Committee notes the content of the 'How do we review how well we support our people in SCC' report as an example of potential monthly or quarterly data that can be provided to Personnel Committee.

17.2 The Committee provides guidance to the HHR on the types of people data they would like to be presented with for the period April 2025 to March 2026.

17.3 Officers will provide a more detailed Exempt report on absenteeism will go to March Full Council.

17.4 Financial statements on salaries will be presented at future Personnel Committee meetings.

Proposed by: Cllr Dalton Seconded by: Cllr Bolwell Approved by all

18. Matters, if any, which by reason of special circumstances the Chairman, decides should be considered as a matter of urgency:

There was none.

There was 0 member of the public or press present.

The meeting closed at 7.11pm