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Minutes

Meeting of : Personnel Committee
Date : 31 March 2025
Meeting held in : The Guildhall, Salisbury
Commencing at : 6:30pm

Present:

Chair: Cllr B Dalton

Vice Chair: Cllr J Wells

Cllrs: Cllr T Corbin and C McGrath

Officers: Asa Thorpe, Tracy Adams and Andrew Hunt

1. Apologies:

Cllr E Rimmer was not present.

2. Public Questions/Statement Time:

There were no questions submitted from the public.

3. Councillor Questions/Statement Time:

There were no questions or statements submitted from councillors.

4. Minutes of the Previous Meeting:

The minutes of the last meeting of the Personnel Committee held on 25 November 2024 were approved and signed by the Chairman.

5. Declarations of Interest:

No declarations of interest were received.

6. Dispensations:

No dispensations were requested.

7. Chairman's Announcements:

The Chairman made no announcements.

8. On Call Policy:

The Chief Executive Officer (CEO), Asa Thorpe and Tracy Adams presented the new On Call Policy which aimed to establish a structured rota and voluntary system for managers to handle out-of-hours emergencies, ensuring operational resilience and compliance with employment laws. The committee discussed and it was

Resolved to:

- 8.1 Approve the on call policy detailed in Appendix A, to enable its implementation
- 8.2 Asked for October update committee

Proposed by: Cllr B Dalton

Seconded by: Cllr McGrath

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

9. HR Update:

The Head of HR (HHR), Tracy Adams, gave a verbal update on key staffing matters.

Neo-Natal policy, from 6 April, new statutory rights would allow eligible employees to take up to 12 weeks' leave if their baby is in hospital within the first 28 days of birth. A draft policy was expected shortly from Worknest and would be adapted ahead of the start date.

The Council was moving payroll to Wiltshire Council from April. Staff and councillors would access payslips via a new online portal, with support and guidance provided to assist with the change.

Job evaluation briefings, led by SW Councils, would begin in April. Staff had been engaged through FAQs, manager briefings, and feedback groups. The process would continue through to December, including paperwork completion, role assessments, pay modelling, and consultations. A meeting with Unite and Unison was planned for 22 October 2025 to review the impact of the new pay structure.

Staff would continue to be kept informed throughout to ensure clarity and transparency.

Noted to:

- 9.1 The committee noted the update.

10. Exempt Item

In view of the confidential or sensitive nature of the matters to be considered, the Committee agreed to exclude the press and public from the meeting during consideration of agenda items 11 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 11: Appraisal

Paragraph 1: Information relating to an individual.

The meeting moved into Exempt Business at 7.04pm.

11. 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 7.37pm.